

FACADE REHABILITATION AND IMPROVEMENT
GRANT PROGRAM FOR ALBION, INDIANA

A CREATIVE PROJECT
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BY

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EXECUTIVE SUMMARY

Purpose

Albion's Redevelopment Commission is attempting to stimulate economic development by providing business owners with grants to improve their building façades. This current program does not require building owners to rehabilitate their historic storefronts, some of the downtown's unique features. Façade grant money has been used to replace original windows and apply faux brick. I was concerned that if this money continued to be distributed without preservation restrictions, the downtown would begin to lose its historic character and uniqueness. I intend to develop a façade grant program that the town could use that will address those concerns.

Methodology

To create a new façade grant program for the Town of Albion, Indiana, I began by developing a thorough understanding of the current façade grant program that the town's redevelopment commission oversees. I photographed the buildings in the downtown that were repaired or enhanced through projects funded by grant money issued by the commission and obtained financial information about the grant program. I also researched the economic benefits of historic preservation as a redevelopment tool in downtowns. I wanted to show that requiring grant money to be used on projects that enhanced the historic character of the

downtown rather than detract from it would still help the commission achieve its goal of economic development. There are other façade grant programs in the state that are funded in similar ways, so I also analyzed three of these programs as case studies.

After this research and analysis was completed I began to create a new preservation-oriented façade grant program. As a finished product, I will produce new guidelines for Albion's Façade Grant Program and present it to the Albion Redevelopment Commission for their consideration.

CHAPTER 1: INTRODUCTION

This Creative Project was inspired by an article in the Albion New Era, the local weekly newspaper, about façade grant distributions from the Albion Redevelopment Commission. I had not previously known that this program or commission existed, when in fact the commission has been using funds from a Tax Increment Financing District (TIF) for façade improvements and other redevelopment projects since 2007. The most recent grants that I read about in the article alarmed me slightly. I noticed that one building owner had been given over \$5,000 to replace historic wood windows with vinyl replacement windows. After an initial search for the program guidelines I found that the town's grant program does not explicitly require building owners preserve their historic buildings when they receive grant money. Additionally, there is no section within the Indiana Code that pertains to TIF districts regarding historic preservation.¹ The goal of my creative project, therefore, is to create a façade grant program that takes into account the

¹ If the façade grant program was funded by Community Focus Fund (CFF) or Community Economic Development Fund (CEDF) grants, which are administered by the state and funded by the U.S. Department of Housing and Urban Development, a federal agency, work done to historic buildings that are listed on or eligible for listing on the National Register of Historic Places must conform to the *Secretary of the Interior's Standards for Rehabilitation*. These guidelines do not however, apply to TIF funds, because they are essentially local tax revenue.

Indiana Office of Community & Rural Affairs, "Community Economic Development Fund," State of Indiana, <http://www.in.gov/ocra/2373.htm> (accessed April 2, 2013).
Indiana Office of Community & Rural Affairs, "Community Focus Fund," State of Indiana, <http://www.in.gov/ocra/2374.htm> (accessed April 2, 2013).

importance of historic preservation as well as its usefulness as a tool for generating economic development and community pride.

The completed façade work has improved the appearance of the downtown, but a façade grant program promoting historic rehabilitation would have a greater visible impact that would maintain the historic character of the commercial buildings as well as facilitate downtown redevelopment. The economist Donovan Rypkema states in his publication *The Economics of Historic Preservation*, that historic preservation is a key component in nearly every successful downtown revitalization example, regardless of the size of the city.² Additionally, Rypkema has found that even modest improvements to historic buildings can have an economic impact. In a survey of storefront renovation projects found that the average cost was \$41,189. Local contractors completed the work on 88 per cent of those projects, 96 per cent of them used local suppliers, 96 per cent received favorable feedback from customers and 92 per cent of the building owners were very pleased with the work done.³ This study reveals that the economic benefits of historic preservation are not limited to the individual business owner. Because these projects tend to use local contractors and local suppliers for materials, additional money is invested into a community. While this average cost of rehabilitations is higher than the average total cost of projects in Albion, which is just over \$9,200,⁴ building owners can receive grants up to \$15,000, almost half the total cost of the average storefront rehabilitation in Rypkema's study. Even if every business owner who applies for a façade grant in Albion does not spend

² Donovan Rypkema, *The Economics of Historic Preservation* (Washington, D.C.: The National Trust for Historic Preservation, 1994), 2.

³ Ibid., 97.

⁴ This number reflects the total amount of grant funds distributed and multiplied by a factor of two (assuming every grant was a 50 per cent match) and divided by the total number of projects.

more than \$10,000 on their project, this money will likely stay within the community, according to Rypkema's research.⁵

Clearly, the benefits of historic preservation are not limited to aesthetic improvements. A report was completed on at the Center for Historic Preservation at Ball State University studied historic rehabilitations in commercial centers in different areas of the country. In each case, the rehabilitations attracted new customers to return more often. Additionally, the studies found that façade improvements typically increased foot traffic and sales and promoted a sense of pride within a community.⁶ The Advisory Council on Historic Preservation identified nine community benefits of historic preservation, chief among them the creation of new businesses and the stimulus of private investment. Other benefits include job creation and increased neighborhood pride, quality of life and property values.⁷ All of these are worthy reasons to tailor the current façade grant program in Albion to meet historic rehabilitation standards.

Before reviewing and analyzing the façade grant program in the proceeding chapters, I will provide some background on the town. Albion is the county seat of Noble County, a primarily rural area in Northeast Indiana with a population of just over 2,300. The town was founded in the early 1840s and was named the county seat in 1846.⁸ In recent years, there has been a visible effort to improve the vitality of the small downtown, which includes the 1888 county courthouse, commercial storefronts on the north, south and east sides of the square. Historic commercial buildings also line the streets one block to the east and the south of the

⁵ Rypkema, 97.

⁶ Center for Historic Preservation, "Economic Benefits of Downtown Revitalization," n.p., May 2007, 9-10. This report is available in the files of the Center for Historic Preservation, Department of Architecture, Ball State University, Muncie, Indiana.

⁷ Rypkema, 13.

⁸ *Historic Sites and Structures Inventory; Noble County Interim Report* (Indianapolis, IN: Indiana Department of Natural Resources, 1986), 56.

courthouse. Some individual historic and modern commercial buildings are interspersed with residential structures further away from the courthouse square. Many of these downtown commercial buildings are over 50 years old and retain much of their historic integrity, especially on the second story facades. These buildings would be eligible for the National Register of Historic Places. In fact, the local Main Street Organization, the Albion S.T.A.R. Team, has hired a consultant to write a nomination for a downtown National Register Historic District.

In the 1990s, Albion created a Tax Increment Financing district, or TIF district, that incorporated the downtown and industrial areas east of the town. Later, the RDC expanded the district to include newly-developed commercial areas north of the downtown. With the creation of the TIF district, the town was required by Indiana Code to create a Redevelopment Commission (RDC) to oversee the distribution of funds that were generated. This commission meets on an as-needed basis to discuss façade grant applications and requests for other funding. The RDC's façade grant program is one way they are trying to improve the economic development of Albion⁹

⁹ Beth Shellman, Interview by Jill Van Gessel, personal interview. Albion, IN, March 1, 2013.

CHAPTER 2: THE EXISTING FAÇADE GRANT PROGRAM IN ALBION, INDIANA

In theory, economic development should be one goal of many for any town or city, no matter its size or location. Across the country, and especially in small towns in rural communities, a lack of commerce in the central downtown area has become a concern for local officials and community members. Local governments or organizations can implement a number of different tactics in an attempt to revive a struggling community. Many of these strategies aim to attract new businesses and retain existing ones. Once a community identifies a goal, for example, economic development, they will develop a plan or strategy to accomplish the goal. The starting point for many of these programs is going to be funding. Where is the money to implement a plan or even create the plan going to come from? Often, rural communities use Community Focus Funds (CFF) or Community Economic Development Funds (CEDF) to pay for projects that are intended to stimulate development, but this is not always possible for every community if they do not meet or exceed the grant qualifications.⁹ Another source of funding for development is a tax increment financing (TIF) district. In the 1980s, many states began

⁹ CFF and CEDF grants are funded by Community Development Block Grant funds from the U.S. Department of Housing and Urban Development. Qualifying communities can use CFF grants to finance long-term community development. CEDF grants are oriented towards economic development activities. Both grants are administered in Indiana by the Office of Community and Rural Affairs.

“Community Economic Development Fund.”

“Community Focus Fund.”

taking advantage of TIFs to fund redevelopment projects in downtowns and economically-depressed neighborhoods. TIF districts were created in Indiana and across the country as a way to generate funding for economic and neighborhood redevelopment through public-private partnerships.

TIFs are a “self –financing mechanism” created to fund redevelopment projects without increasing the tax burden on the public or requiring extensive public investment.¹⁰ TIF districts are beneficial because they leverage private investment and generate money for infrastructure improvements.¹¹ To create a TIF district, municipalities identify areas in need of economic development and create the boundaries of a district. The assessed property values are “frozen” within this district. The municipality issues bonds to finance a portion of redevelopment in the district. Over time, as property values increase as a result of the initial redevelopment efforts, increase in the property taxes over the “frozen” level is funneled into the TIF fund to meet the debt services on the bonds and fund future redevelopment. This structure allows the redevelopment fund to grow without creating a burden on the taxpayer or the municipality, since they still collect some property taxes in the district.¹²

In Indiana, the enabling legislation regarding TIF statutes was passed in 1975. However, these statutes were dormant until changes were adopted in 1980. Indiana code, IC 36-7-14, is the redevelopment statute that applies for cities and counties outside of Indianapolis.¹³ TIF

¹⁰ Joyce Y. Man, introduction to *Tax Increment Financing and Economic Development*, eds. Craig L. Johnson and Joyce Y. Man (Albany, NY: State University of New York Press, 2001), 3.

¹¹ J. Drew Klacik and Samuel Nunn, “Primer on Tax Increment Financing” in *Tax Increment Financing and Economic Development*, eds. Craig L. Johnson and Joyce Y. Man (Albany, NY: State University of New York Press, 2001), 16.

¹² Baker & Daniels LLP, “Tax Increment Finance in Indiana,” in CDFA Online Research Database, <http://www.cdfa.net/cdfa/cdfaweb.nsf/ordredirect.html?open&id=TIFindianabd.html> (accessed March 3, 2013).

¹³ Ibid.

districts can be created in areas that are in need of redevelopment such as redevelopment project areas, urban renewal project areas and economic development areas.¹⁴ Any RDC is enabled to oversee the use of monies generated to provide assistance to neighborhood development corporations to “...construct, rehabilitate, or repair commercial property within the district.”¹⁵

The town of Albion took advantage of the passage of Indiana’s TIF enabling legislation and created the town’s first TIF district in 1993(Figure 1).¹⁶ This TIF district has no termination date and will generate funds for redevelopment projects indefinitely, unless the town at any point decides to dissolve the district.¹⁷ The enabling legislation requires that a redevelopment commission of five members be created to oversee the distribution of funds that the district generates.¹⁸

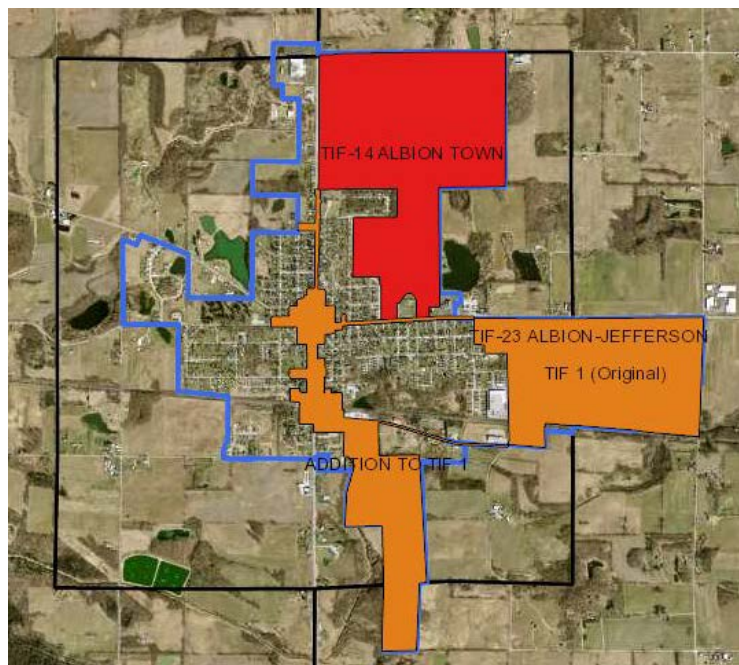


Figure 1

Map of TIF districts in Albion, Indiana. The Façade Grant Program applies to properties which lie in TIF 1 (Original) and the addition to TIF 1.

Source: Beacon

¹⁴ Indiana Code, § 36-7-14-3.

¹⁵ Indiana Code, § 36-7-14-12.

¹⁶ Shellman.

¹⁷ Ibid.

¹⁸ Indiana Code, § 36-7-14-3.

One way the Albion RCD applies the money that is generated by the TIF district is through a façade grant program. The existing façade grant program administered by the Albion RCD is very straightforward. The program's primary goal is to "stimulate efforts to improve the street appearance of Downtown Albion's central business façades and in doing so help stimulate the business environment of downtown Albion."¹⁹ Albion's town manager, Beth Shellman, believes that the program has served its intended purpose. When the program began in 2007 Shellman indicated that there were five or six vacant commercial spaces in the downtown, and currently there are only two. Additionally, the town recently redefined some zoning in the downtown district, adopting zoning revisions that allow residential units on the second floor of commercial buildings. Previously, building owners were not allowed to have residential on their upper floors unless they had been grandfathered in under the current zoning ordinance. This change in permitted uses has allowed more than three building owners to begin living in or renting their second stories.²⁰ This zoning change and the façade grant program have had a positive effect on the redevelopment of the downtown by bringing more people and more business to the downtown.

The program is structured as a dollar-for-dollar matching grant, with no grant award to be larger than \$15,000. A \$1,000 grant is also offered for fees related to architectural assistance such as an architect's or engineering fees. This façade grant does not require a matching amount. Initially, there the RCD did not set a maximum grant amount. However, by the end of 2008 the program guidelines were revised to include a \$15,000 limit on the grant amount.²¹ Eligible activities listed on the application include items such as painting, installing lighting,

¹⁹ Redevelopment Commission, "Façade Improvement Matching Grant Program," Town of Albion, www.albion-in.org (accessed January 20, 2013).

²⁰ Shellman.

²¹ Ibid.

restoration or replacement of exterior surfaces, awnings, signage, masonry and structural repairs, cleaning, repairing or replacing features, windows, doors, and decorative details and, finally, additions. There is also a list of activities that do not qualify for the grant. These ineligible activities include interior improvements, roofing other than major structural improvements, sidewalks, purchase of furniture or equipment, previously completed improvements and the repair or creation of features not compatible with the original architecture.²²

In order to apply for this grant, a business owner must complete the grant application, provide three independent quotes from qualified contractors, and provide a written description of the proposed improvements, including materials and color choices. Following the submission of the application and other required information, the Town Manager will set up a meeting for the RDC. After the RDC makes suggestions and approves the application, the building owner is allowed to begin work. After all rehabilitation work is completed, the RDC will inspect the work and then the grant payment will be made to the building owner.

To date, the program has assisted 25 building owners or organizations with façade repairs. Table 1 illustrates the work completed as well as amount of money that has been distributed through the program.

²² RDC, “Façade...”.

Table 1: Summary of Façade Grant Work		
Address	Scope of Work	Grant Amount
2007*		
100 N Orange St	New door, add second entrance	\$4,394.50
2008*		
122 N Orange St	New signage, awning and paint exterior	\$25,352.78
215 N Orange St	Renovation of brick, new addition	\$11,000.00
101 N Oak St	Repair bell tower and roof	\$6,750.00
102 W Main St	Sign replacement	\$690.15
110 S Orange St	Remove bell tower, repair roof	\$3,127.80
118 N Orange St	New windows, new siding, faux brick, painting	\$8,887.65
2009		
110 W Main St	Power wash façade, repair and paint brick	\$1,137.50
702 S Orange St	New siding, new windows, paint	\$2,812.50
102 W Main St	Replace sign	\$450.72
102 W Main St	Clean and repair brick, paint façade and rear elevation, new window on rear elevation	\$600.00
104 W Main St	Repair and paint façade	\$125.00
118 N Orange St	Apply stucco to 2 nd story façade	\$1,100.00
2010		
210 N Orange St	New windows, doors, siding and paint	\$9,517.50
105 & 107 E Main St	Total exterior renovation and façade upgrade	\$16,000.00**
110 N Orange St	Replace windows	\$3,922.50
114 W Main St	Sign Replacement	\$436.44
106 N Orange St	Sign Replacement	\$1,889.50
2011		
122 N Orange St	Work on west elevation	\$4,944.50
122 N Orange St	Seal block and stucco on north elevation	\$8,250.00
108 W Main St	New sign	\$149.00
104 N Orange St	Replace windows, paint	\$7,634.57
106 N Orange St	Replace awning, paint, repair storefront	\$1,000.00
118 W Main St	New windows, door, signage and façade treatment	\$9,296.59
2012		
104 E Main St	Sandblast masonry	\$1,000.00
104 E Main St	Repair and seal brick, paint exterior	\$3,468.50
122 N Orange St	Stucco and seal east elevation and seal north elevations	\$2,750.00
Downtown Mural	Assistance in mural placement	\$3,600.00
100 N Orange St	Window replacement on 2 nd story	\$5,500.00
106 W Main St	Tuck brick, paint	\$825.00
	Total Amount (2007-2012)	\$148,013.70
*Grants were distributed before the \$15,000 limit was set **Includes a \$1,000 architectural assistance grant		
Source: Redevelopment Commission, "Summary of Façade Work In CB District of Albion," n.p., March, 2013.		

The work that has been completed, while it has improved the appearance of the downtown, has varied in regards to maintaining the historic character of the downtown commercial buildings, most of which are considered historic. This, of course, is not surprising as the program itself does not require grant recipients to follow any preservation guidelines and some storefronts had been altered from their historic appearance by previous owners.



Figure 2: 122 N Orange Street

2008-New signage, new awning, paint exterior (\$25,352. 78)

2011-Exterior façade work, west storefront, seal blocks and apply stucco (\$12,194.50)

Photograph by author, March 2013.

The owners of Doc's Hardware have taken advantage of the Façade Grant Program, having received \$41,297.28 in matching assistance through multiple applications (Figure 2). Much of the work the owners completed has preserved the historic character of the second story by maintaining the original openings, cornice decoration and window hoods. There are large windows on the first story, which are a visual indicator of a commercial space, even if the

entrances have been changed, or in the case of the building on the left of the photograph, removed completely.

The rehabilitation work on this façade has retained some of the historic character of the building. The display windows have been retained even though the entrances themselves have changed. The northernmost storefront no longer has an entrance. The architectural details above the windows and cornice have been repaired and repainted in a sensitive manner. It is clear the building has a use that is compatible with its historic use. One issue however, is that the building owners applied stucco on the secondary elevations, which historically were exposed brick.



Figure 3

108 North Orange Street

2008-New windows, new siding, new faux brick applied to first story, painting (\$8,887.65)

Photograph by author, March 2013

The historic brick storefront at 108 North Orange Street used façade grant money to replace windows, apply a faux brick material to the first story and to repaint the exposed original brick (Figure 3). The historic integrity of this particular storefront had been diminished in the past. Before the current owner applied for a façade grant the first story and projecting bay had been covered by vertical wood siding. Rather than using façade grant money to remove the wood siding and restore the brick underneath, the building owner covered the storefront again, this time with a faux brick that does not match the original brick on the second story. This is not visible to passersby because the second story brick was painted.

Another storefront, 106 West Main Street, received façade grant money to repaint architectural details at the first and second story and above the windows (Figure 4). This use of money is very appropriate and these improvements were sensitive to the historic character of the second story. However, the historic windows were previously replaced with vinyl one-over-one windows and the commercial storefront, which was previously enclosed, was upgraded with new siding and windows. Closed-off storefronts can have a negative impact on the downtown as a whole. Enclosing a storefront closes the public off from the business within, which is counterproductive. The new vinyl windows are especially noticeable because the two buildings that flank this address both still retain their historic wood two-over-two wood windows. The change to vinyl one-over-one windows disrupts the rhythm of the facades. The building to the west also has large glass storefront windows, in contrast to the two small fixed-pane windows at this address.



Figure 4

106 West Main Street

2012- Tuck point brick and
paint (\$825.00)

Photograph by author,
March 2013

Albion's Town Manager indicated in an interview that the RDC and the civic government are both very happy with the work that has been completed as a result of the façade grant program. She stated that the RDC would rather have façade projects that were not historically sensitive rather than not having any façade improvements in the TIF district, especially because rehabilitation projects are perceived as being too costly.²³

²³ Shellman.

CHAPTER 3: PROBLEMS AND ISSUES WITH EXISTING FAÇADE GRANT PROGRAM

Albion's existing façade grant program has invested almost \$150,000.00 in building repairs within the TIF district in five years. However, I believe that this money would have had a greater impact if the building owners had been required follow historic preservation guidelines when completing their façade improvements. Historic preservation has been proven to be an effective catalyst for downtown redevelopment.²⁴ Creating a façade grant program for the downtown, which primarily consists of historic buildings, seems to acknowledge this fact, but because the guidelines do not prohibit repairs that detract from the historic character of the downtown as a whole, the impact of the program is diminished. The façade grant program also lacks a few other guidelines that could ensure the money spent is truly aimed at redevelopment, such as clarifying what building owners actually qualify for the grant.

Currently, any property owner whose building lies within the boundaries of the TIF district is eligible to apply for a façade grant.²⁵ While the entire district is zoned for either commercial or industrial uses, there are areas of special uses, namely residential. There are residential properties along State Road 8 and State Road 9, two highways that are included in

²⁴ Donovan Rypkema, *The Economics of Historic Preservation* (Washington D.C.: National Trust for Historic Preservation, 1994), 62.

²⁵ RDC, "Façade..."

the district. Potentially, residential property owners could apply of façade grant money. None have to date, according to the Town Manager, but she anticipates an upcoming application from a bed and breakfast owner who will be applying for a grant to replace windows on the private residence addition on her building.²⁶ If this application is submitted, the RDC will have to decide if they are willing to provide money for private residences. Money has previously been given to churches and to the town government for façade work. The grant application guidelines should clearly delineate what type of buildings and businesses are eligible for funding. Additionally, because the goal of the TIF is to create economic development in downtown Albion, the façade grant money should be restricted to commercial buildings.

As previously mentioned, this grant program does not require the work that is completed to be sensitive to historic preservation. Activities that are eligible for the matching grant are as follows, taken directly from the application:²⁷

1. Accentuating the existing features of the building through painting, lighting, restoration, replacement, cleaning or other treatment of exterior surfaces
2. The addition of design elements which may have appeared on the original building or are in keeping with the building's character, e.g. awnings
3. Repair to building exterior facades (front, rear, and side facades are eligible)
4. Masonry and Major structural repairs
5. Cleaning of building exterior
6. Exterior painting
7. Repairing or replacing cornices, entrances, doors, windows, decertifies details, awnings
8. Sign removal, repair or replacement
9. Other repairs that may improve the aesthetic quality of the building
10. Façade Renovation—Must involve the general upgrading of a building's external appearance
11. Additions to existing structures

²⁶ Shellman.

²⁷ RDC, "Façade..." .

These guidelines seem to encourage preservation related work, but they still allow for activity that is not considered acceptable by preservation standards, namely, *The Secretary of the Interior's Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings*.²⁸ This document lists ten different standards that outline how to rehabilitate historic structures without compromising their historic character. Foremost, it states that the historic character of a property should be preserved. In the guidelines of the façade grant program, the RDC has given property owners permission to make changes to properties that have compromised their historic character. For instance, within the last six months, a building owner has replaced the original wood sash windows in the second story of his building with vinyl windows rather than restoring them.

At first glance, guideline number two appears to allow building owners to return their buildings to their historic appearance, but without careful research, it is possible that they would actually apply historic elements that were never a part of the building, thereby creating a false sense of history. The *Secretary of the Interior's Standards* states that, "Each property shall be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or architectural elements from other buildings, shall not be undertaken."²⁹

According to the RDC's guidelines, building owners are allowed to "repair or replace" many different features of their buildings, but the commission should be encouraging individuals to

²⁸ Gary L. Hume and Kay D. Weeks, *The Secretary of the Interior's Standards for Rehabilitation and Guidelines for Rehabilitating Historic Building* (Washington D.C.: U.S. Dept. of the Interior, National Park Service, Heritage Preservation Services, 1990), 6.

²⁹ Ibid.

repair, rather than replace whenever possible. Additionally, replacement materials should always match the older feature in material and in visual features.³⁰

Finally, the RDC allows grant money to be used to clean the exterior of buildings. In the records of work completed, some building owners have sandblasted the exterior of their buildings. Any cleaning measures should be done using the gentlest means possible.³¹

Sandblasting can actually damage historic materials and can cause them to deteriorate faster.³² This method of cleaning and other abrasive cleaning methods should be discouraged in the future.

There are buildings in the TIF district that are not yet 50 years old and any work that is paid for in part by a façade grant would not be affected by any historic preservation guidelines if they existed in the current program. The current rules would be sufficient to ensure that improvements made to these buildings would not detract from the appearance of the downtown. It is possible for the grant to be available to both historic and modern structures. The program would not be able to achieve its goal of improving the appearance of the buildings in the TIF district if it was not available to all commercial property owners. It would not make sense to have carefully rehabilitated historic buildings and poorly maintained modern buildings.

³⁰ Ibid.

³¹ Ibid.

³² Ibid.

CHAPTER 4: CASE STUDIES

Before creating a new set of guidelines for the Albion Façade Grant Program, I studied other façade grant programs from cities and towns in Indiana. As in Albion, the downtown cores of most Indiana cities and towns are primarily comprised of historic buildings. I wanted to evaluate how other cities were addressing the redevelopment of historic structures through façade grant programs. The programs for this case study were primarily chosen because of their funding sources and the availability of application materials. Overall, these façade grant programs all partially encourage historic preservation, primarily because the majority of the building stock in the eligible areas is historic buildings. However, not all of these programs, including Albion's, clearly state this as a goal of the program, nor do they all explicitly require preservation.

Kendallville, Indiana

Kendallville, Indiana is a town of approximately 9,800 residents in Noble County, located approximately 10 miles northeast of Albion.³³ I chose to look at this particular grant program because the Albion Town Manager had indicated that the Albion RDC used this grant program as

³³ State and County QuickFacts, "Kendallville (city), Indiana," United States Census Bureau, January 10, 2013, <http://quickfacts.census.gov/qfd/states/18/1839402.html> (accessed Mar 3, 2013)

an example when they were developing their own façade grant program. The Kendallville Redevelopment Commission's Façade Improvement Matching Grant Program is funded by a downtown TIF district, donations and grants and it is administrated by the RCD that was created when the TIF originated. Community leaders see the commercial viability of the downtown/Main Street district to be of great importance to the city's overall growth and the grant program is working to stimulate commercial growth in the area.³⁵ Many of the structures in the downtown/Main Street area that are included in the TIF district are historic commercial buildings. Grant applications are accepted each calendar year from January 1 to April 15. After grants are awarded for this round of applications, any remaining funds are awarded to applications received after the deadline. Grants are a 50 per cent match, limited to \$15,000 per project and \$1,000 for architectural or engineering fees.³⁶

This program has seen recent success. In 2012, the Kendallville RDC Façade Improvement Matching Grant Program invested \$49,176.84 in seven local businesses. In the coming year, the RDC is budgeting \$85,000.00 for the grant program, anticipating additional interest in the program as a result of the work that business owners completed in 2012.³⁷

³⁵ Kendallville Redevelopment Commission, "Façade Improvement Matching Grant Program," City of Kendallville, http://www.kendallville-in.com/forms/Facade_Improvement_Matching_Grant_Program.pdf (accessed March 15, 2013).

³⁶ Ibid.

³⁷ Ray Scott, "Grants help improve downtown facades." *Kendallville News Sun*, January 12, 2013, http://www.kpcnews.com/opinions/letters/kpcnews/article_f9d53e7a-6326-58d0-918e-5e7f69592f92.html (accessed March 15, 2013).



Figure 6: Rehabilitation has begun on this building in downtown Kendallville. Metal siding was removed from the second story with financial assistance from the Kendallville RDC.

Photograph by Tricia Van Gessel, April, 2013.

Not surprisingly, given the Albion RDC's reliance on the Kendallville RDC's program as a guide for their own façade program, most of the eligible activities for the two programs are identical. However, there are a few instances where they differ. The Kendallville RDC specifically addresses the building envelope, allowing grant money to be spent on "components relating to controlling the flow of air and water. This includes such items as glazing, curtain walls, panelized metal systems, tuck pointing, parapet walls, flashing, caulking, sealants, membranes, moisture barriers, and condensation control." Repainting historic murals or painting appropriately themed murals are also eligible activities.

Kendallville's downtown still retains many historic commercial buildings interspersed with some modern infill. This façade grant program has spurred more activity downtown; the grants awarded in 2012 were all given to owners of existing downtown businesses. One new

business has opened in the past year and another is slated to open this summer. The level of preservation however depends on the desires of the business owner because the program does not require that they do so. The downtown commercial district is listed on the National Register of Historic Places and in recent years there has been a favorable attitude toward preservation in the downtown. Overall the façade grant program has had noticeable success in Kendallville, but it lacks guidelines for preservation just as Albion’s program does.



Figure 7: Masonry repairs were completed on this former Carnegie Library in 2012 with façade grant funds.

Photograph by Tricia Van Gessel, April 2013

Huntington, Indiana

Huntington is a larger community than both Kendallville and Albion, located approximately 40 miles south of Albion. The population in 2011 was over 17,000.³⁸ The city’s façade grant program is also funded locally and the work of a partnership between the city, Huntington County United Economic Development and Main Street Huntington, which is housed

³⁸ State and County QuickFacts, “Huntington (city), Indiana,” United States Census Bureau, January 10, 2013, <http://quickfacts.census.gov/qfd/states/18/1835302.html> (accessed Mar 3, 2013)

within the city government. The program provides 50 per cent matching grants for eligible improvements, with no grant being larger than \$7,500. Applications are accepted for a limited amount of time each calendar year and buildings must be located within the downtown TIF district to be eligible for the program.³⁹



Figure 8: A view of downtown Huntington, Indiana.

Source: M. Jeremy Goldman, via Flickr

Main Street Huntington and its partners' objectives are to encourage investment in the Main Street area of Huntington, preserve the architectural heritage of the city, stimulate economic development, and encourage building maintenance and to compliment other redevelopment and revitalization efforts that are ongoing in the area. In keeping with these

³⁹ Main Street Huntington, "Main Street 2012 Grant Application-2nd Round," City of Huntington, Indiana, http://www.huntington.in.us/egov/docs/1346080363_879089.pdf (accessed March 3, 2013).

goals, Main Street Huntington lists eligible activities for the grant program that encourage historic preservation. Grant money can be used by building owners to remove non-historic features, such as siding, from their buildings, repair masonry and to repair decorative details. Still, the application itself is rather vague.⁴⁰ Design guidelines were created to help business owners plan their rehabilitations.

These design guidelines are thorough and easy to follow. Main Street Huntington adapted them from the *Secretary of the Interior's Standards for Rehabilitation*. The guidelines include a short section that defines architectural terms that are used throughout the guidelines. It also includes specific guidelines for historic storefronts, windows, doors, details, awnings and secondary elevations. The final section of the guidelines relates the restrictions for signage, which is also an acceptable use of grant money.⁴¹

The Huntington County Visitors and Convention Bureau currently lists 15 unique businesses and a number of restaurants in the downtown of the city.⁴² One of the program's goals is the "Preservation of the rich architectural heritage that the Main Street Huntington area has to offer..."⁴³ Unlike the other cities discussed so far, Huntington recommends that building owners use the *Secretary of the Interior's Standards for Rehabilitation* when they plan their façade work. The city also recognizes the uniqueness and importance of their historic

⁴⁰ Ibid.

⁴¹ Main Street Huntington, "Design Guidelines – Anatomy of a Building – Main Street Huntington," City of Huntington, Indiana, www.huntington.in.us/egov/docs/1335832307_612609.pdf (accessed March 3, 2013).

⁴² "Distinctive Shopping in Huntington Historic Downtown Shopping District," Huntington County Visitor & Convention Bureau, <http://www.visithuntington.org/shopping> (accessed March 30, 2013).

⁴³ Main Street Huntington, "Main Street Huntington Improvement Grant Program," City of Huntington, Indiana, <http://www.huntington.in.us/city/departments/?fDD=51-0> (accessed April 2, 2013).

downtown, branding it as the “Heart of Huntington”⁴⁴ The design guidelines are also a useful tool for building owners and they are tailored for preservation work.

Shelbyville, Indiana

Shelbyville, Indiana is located southeast of Indianapolis, approximately 160 miles south of Albion. The population of the city was estimated to be over 19,000 in 2011.⁴⁵ Mainstreet Shelbyville, Inc. administers the city’s façade grant program. This grant program is available to any building owner whose property is within the Shelbyville National Register Historic District, or adjacent to this downtown district and eligible for listing on the National Register of Historic Places. The Design Review Committee of Mainstreet Shelbyville reviews all grant applications before final approval. Similar to the other grant programs already described in this chapter, these grants are also dollar-for-dollar matching grants, up to 50 per cent of the total eligible costs. The maximum grant allotment is \$10,000.00 and the number of grants approved each year depends on funding for the program. Mainstreet Shelbyville provides these grants in order to “attract shoppers and catalyze investment through improved aesthetics.”⁴⁶

In 2010, Mainstreet Shelbyville received a Community Focus Fund grant through the Indiana Office of Community and Rural Affairs. They used this grant to hire an Indianapolis-based architectural firm to create a comprehensive façade renovation plan for every historic building in the Shelbyville Commercial Historic District. A team from RATIO Architects photographed buildings, observed existing conditions, conducted historical research and interviewed building owners in order to develop a comprehensive guide for rehabilitation

⁴⁴ Ibid.

⁴⁵ State and County Quick Facts, “Shelbyville (city), Indiana,” United States Census Bureau, January 10, 2013, <http://quickfacts.census.gov/qfd/states/18/1869318.html> (accessed March 15, 2013).

⁴⁶ “Façade Grant Application,” Mainstreet Shelbyville, <http://www.mainstreetshelbyville.org/index.php/facadegrant> (accessed March 15, 2013).

projects. They produced conceptual renderings of the streetscapes in as well as creating more in-depth plans for twelve of the buildings in the district. Within a year, two building owners had rehabilitated their façades based on the comprehensive plan, and additional business owners had indicated that within year they would do the same. The façade grant program and its comprehensive plan have helped attract new businesses to the downtown and have improved the quality of the rehabilitations. Building owners are not required to use the designs included in the plan, but may do so if they wish.⁴⁷

Activities that are eligible for funding through this program are also similar to those allowed by the cities of Huntington and Kendallville. Specifically, the program provides funding for activities that restore the original exterior architecture as well as new signage and lighting. As previously mentioned, all applications are reviewed by a design committee and the work that is proposed must abide by the *Secretary of the Interior's Standards for Rehabilitation*. This program encourages business owners to, whenever possible, hire local tradesmen and contractors and to use local materials for façade improvement work. Additionally, because the properties that are eligible for this façade grant program must be listed within a National Register Historic District, they are also encouraged to apply for Federal Historic Preservation Tax Incentives.⁴⁸

The comprehensive plan that Mainstreet Shelbyville created is a great tool for any business owner who is considering applying for a façade grant. It allows them to visualize potential changes to specific buildings and to the district as a whole. The plan also developed design guidelines for the project. This façade grant program, unlike the other two case studies, requires all applications to be reviewed by a design committee within the Mainstreet

⁴⁷ Ben Ross, post on Ratio Blog, "Downtown Shelbyville: Planning for Revitalization," Dec. 13, 2011, <http://www.ratioblog.com/?p=3362> (accessed March 30, 2013).

⁴⁸ "Façade Grant Application."

organization. While every program reviews applications for approval, this committee devotes it's time to ensuring that all rehabilitation projects are sensitive to the building's historic appearance. This ensures the quality of restorations that are funded. Of the three façade grant programs that I have examined, Shelbyville's is the most complete and preservation oriented, in part because of the comprehensive plan that the city commissioned.



Figure 9: Photographs of buildings in Shelbyville, Indiana before (top photo) and after (lower photo) façade rehabilitation funded through Mainstreet Shelbyville Façade Grant Program.

Source: Mainstreet Shelbyville, Inc.

CHAPTER 5: CONCLUSION

Façade grant programs one way the Town of Albion is trying to spur economic growth in the downtown and throughout the town. They have realized the value of the existing building stock and its potential for organizations who are looking to establish a physical presence or small business owners who are looking for an affordable place to rent. They have recently acknowledged the value of downtown living spaces as well. Other cities and towns in this state and across the country also use façade grant programs to facilitate this growth. These programs have seen results, especially when they are created with the intent of rehabilitating the historic buildings that most of these places have in the cores of their downtowns.

Albion's existing façade grant program is striving for this growth, but I believe it could have an even greater impact if it were to require building owners to rehabilitate their storefronts rather than renovate. The revised guidelines that appear in Appendix A call for more sensitive rehabilitation work than is currently required. The number of historic commercial buildings in the downtown is already small and every effort should be made to preserve their historic character and enhance the impact of their rehabilitation.

Albion's façade grant program does not currently distinguish between buildings that are historic or modern. As I developed this revised façade grant program I did not create new restrictions for work done to modern buildings. The general restrictions on eligible and ineligible activities will apply to these buildings. These applications would still be reviewed by the RDC before approval. The upkeep and improvement of the appearance of the commercial district is a goal of the RDC. These proposed guidelines focus on historic buildings, which are more in danger of insensitive improvements. Previous façade grant work has shown that the downtown building owners are concerned primarily with the affordability of their repairs. Historic rehabilitations can be expensive, which is why this grant is offered. The \$15,000 grant award limit is larger than what other similar communities offer through their grant programs. There are also other opportunities to offset the costs of historic rehabilitations, including the Federal Historic Preservation Tax Incentives. Additionally, this grant program allows business owners to apply for funds every year, so rehabilitation projects can be completed in stages that are more affordable.

This façade grant program can ultimately create a greater sense of pride in the community, create a better sense of place and improve the economic development of the downtown through the creation of public and private partnerships.

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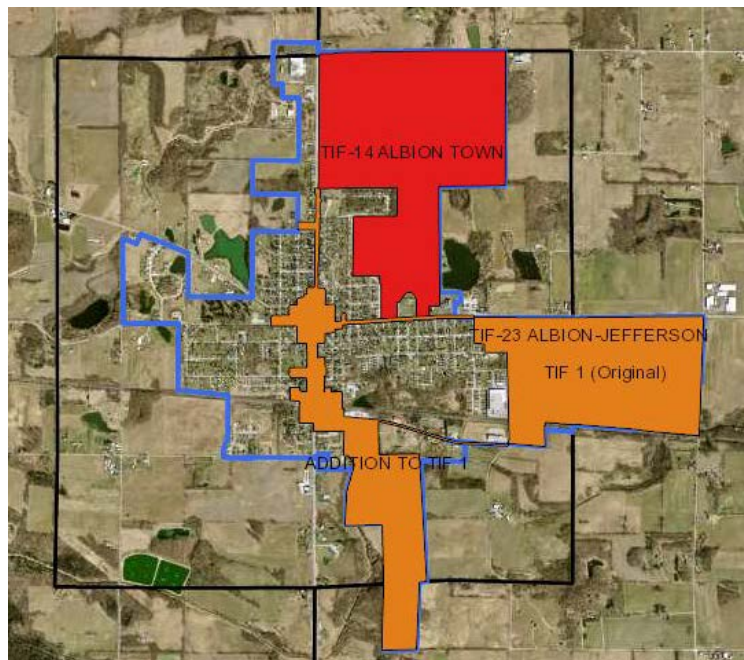
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APPENDIX A: PROPOSED FAÇADE REHABILITATION AND IMPROVEMENT
GRANT PROGRAM AND GUIDELINES FOR ALBION, INDIANA

**ALBION REDEVELOPMENT COMMISSION
FAÇADE REHABILITATION GRANT PROGRAM**

The Town of Albion is working to improve the economic viability of the entire town. This program is one of those efforts. The Albion Redevelopment Commission (RDC) funds and administers this program. The goal of the program is to award grants for the rehabilitation and improvement of commercial buildings within Albion's tax increment financing district 1 (TIF 1). The historic commercial buildings in our downtown are one of our town's greatest assets and along with the Noble County Courthouse and Old Jail and Sherriff Residents are what makes our downtown unique. This program seeks to enhance the appearance of these buildings to attract customers and new businesses.



Map of TIF districts in Albion, Indiana. The Façade Grant Program applies to properties which lie in TIF 1 (Original) and the addition to TIF 1.

Source: Beacon

Rehabilitation grant awards require a matching dollar-for-dollar expenditure by the building owner or tenant. These grants are awarded on a first-come, first-serve basis and are limited to \$15,000 each. An architectural assistance grant for up to \$1,000 does not require an owner match. A building owner may apply for a grant once a year. All applications must be submitted

in their entirety with necessary supporting documents attached before they will be reviewed by the RDC.

The following guidelines also apply:

- **Façade Rehabilitation:** Up to 50% maximum reimbursement of actual costs for eligible activities.
- **Awnings:** Up to 50% maximum reimbursement of actual costs associated with addition, improvement or replacement of awnings.
- **Signage/Lighting:** Up to 50% maximum reimbursement of actual costs associated with addition, improvement or replacement of signs.
- **Architectural Assistance:** A 100% reimbursement up to \$1,000 of actual architectural costs associated with façade improvements, providing the owner utilizes the architectural plans in the façade renovation. An accredited architect shall be retained for concept drawings, specifications and consultation to maintain the historical character of building renovation.

Requirements:

1. The building must be located within the boundaries of Albion TIF 1
2. Only buildings utilized for commercial uses are eligible, no private residences. Commercial buildings with residential space on upper floors are eligible
3. Work on buildings over 50 years of age which are historically significant must follow the *Secretary of the Interior's Guidelines for Rehabilitation*⁴⁹ when completing any work. The "Façade Rehabilitation Guidelines" document will provide additional information on how appropriate work will be completed for historic buildings
4. All proposed work must conform to local ordinances
5. Application must be submitted by the building owner
6. Building owners are only permitted one façade grant application per year

Eligible Activities:

1. Architectural fees relating to façade improvement
2. Restoration of original façade appearance
3. Repairs on secondary elevations
4. Repairs on existing building additions
5. Masonry repair
6. Exterior painting
7. Exterior cleaning
8. Repair or restoration of doors, windows or decorative details
9. Sign removal, repair or replacement
10. Improvement of window display areas

⁴⁹ *The Secretary of the Interior's Standards for Rehabilitation* can be found online at http://www.nps.gov/hps/tps/standguide/rehab/rehab_standards.htm

Ineligible Activities

1. Interior improvements (except window display areas)
2. Roofing, other than major structural improvements
3. Sidewalks
4. Purchase of furnishings, equipment or other personal property not part of the real estate
5. Improvements completed or in progress prior to application approval
6. Repair or addition of features not original to the historic structure (except where required by government regulations)
7. Permit fees

Façade Grant Program Process

1. Application
 - a. Completed application and supporting data form
 - b. Written description of proposed improvements, including materials descriptions and paint color samples
 - c. Conceptual drawings to provide the RDC with a general idea of the proposed changes
 - d. Photographs or historic research completed when applicant is proposing façade improvements or awnings. Applications for signage and lighting do not require historic research
 - e. Three quotes/estimates from qualified contractors for the proposed improvements
2. Final Approval
 - a. Albion RDC meets and reviews applications to determine if they qualify for assistance and determine the grant amount. The award amount may not exceed 50% of the lowest and most responsive quote, nor may it exceed \$15,000.00. Applicants may choose to select a contractor with a higher quote and pay the difference
 - b. No work that is a part of the grant application should begin until the building owner has received notice from the Albion RDC that the grant has been awarded
 - c. Grantee is responsible for obtaining any necessary permits
 - d. Once approval is granted, changes must be resubmitted and reviewed by the RDC
3. Grant Payment
 - a. Disbursement for grant payments will be as follows:
 - i. 100% of total grant award payable upon final inspection and verification that the work was completed as described in the original application and final approval
4. Application Revisions
 - a. Any changes to the work proposed by the application must be reviewed by the RDC prior to completion

FAÇADE GRANT GUIDELINES

All historic buildings, or buildings over 50 years of age, that retain architectural significance must follow the *Secretary of the Interior's Standards for Rehabilitation*. These standards are commonly used as guidelines for façade grant programs in other communities. "Rehabilitation" is defined as "the process of returning a property to a state of utility, through repair or alteration, which makes possible an efficient contemporary use while preserving those portions and features of the property which are significant to its historic, architectural and cultural values."⁵⁰ The goal of this program is to enhance economic development through the rehabilitation of the town's historic commercial buildings. It is important that historic buildings are treated with care and that their character-defining features are retained and restored. Some of these features include display windows, doors, transoms, bulkheads, cornices, entablatures and parapets.⁵¹

When starting a rehabilitation project, building owners can look for historic photos of their building to gain a better understanding of its historic appearance. The Noble County Historical Society has a collection of photos that portrays the downtown commercial buildings throughout the town's history. The Noble County Public Library also has publications pertaining to the town's history in its Genealogy Room.

Currently, the Albion Main Street organization, the Albion S.T.A.R. Team, is working to have the downtown commercial buildings listed on the National Register of Historic Places. While being listed on the National Register does not require all rehabilitation work to conform to the Secretary's Standards, it does qualify building owners of contributing properties to apply for the Historic Preservation Tax Credit. This program entitles the owner to a Federal Income Tax deduction worth 20% of qualified construction costs. This tax credit can be applied to both interior and exterior work on income-producing buildings. Combined with the Albion RDC's Façade Grant Program, the historic tax credit can make it more attractive to building owners to preserve their buildings.

The Secretary of the Interior's Standards for Rehabilitation and Guidelines for Rehabilitation Historic Buildings can be found online at http://www.nps.gov/hps/tps/standguide/rehab/rehab_standards.htm and are summarized in this document along with the guidelines for rehabilitating historic storefronts.

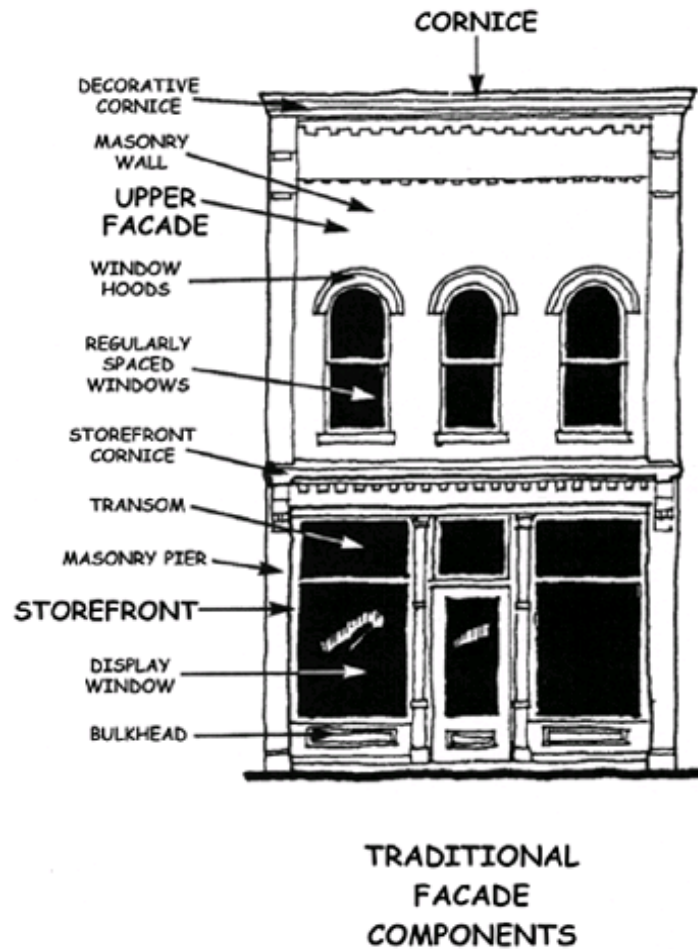
- 1. A property will be used as it was historically or be given a new use that requires minimal change to its distinctive materials, features, spaces, and spatial relationships.**
- 2. The historic character of a property will be retained and preserved. The removal of distinctive materials or alteration of features, spaces, and spatial relationships that characterize a property will be avoided.**

⁵⁰ Hume, 5.

⁵¹ Ibid., 31.

3. Each property will be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or elements from other historic properties, will not be undertaken.
4. Changes to a property that have acquired historic significance in their own right will be retained and preserved.
5. Distinctive materials, features, finishes, and construction techniques or examples of craftsmanship that characterize a property will be preserved.
6. Deteriorated historic features will be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature will match the old in design, color, texture, and, where possible, materials. Replacement of missing features will be substantiated by documentary and physical evidence.
7. Chemical or physical treatments, if appropriate, will be undertaken using the gentlest means possible. Treatments that cause damage to historic materials will not be used.
8. Archeological resources will be protected and preserved in place. If such resources must be disturbed, mitigation measures will be undertaken.
9. New additions, exterior alterations, or related new construction will not destroy historic materials, features, and spatial relationships that characterize the property. The new work shall be differentiated from the old and will be compatible with the historic materials, features, size, scale and proportion, and massing to protect the integrity of the property and its environment.
10. New additions and adjacent or related new construction will be undertaken in such a manner that, if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.⁵²

⁵² Ibid., 6.



"Traditional Façade Components" diagram from Downtown Ripon, Wisconsin, Inc.

These more specific guidelines are meant to be examples to grant applications of acceptable practices. Ultimately, all work will be approved by the RDC on a case-by-case basis.

Storefront

- Identify, retain and preserve historic features
- Historic features that cannot be repaired should be replaced in-kind
- Non-historic coverings such as shingles, metal or wood siding should be removed
- Protect and maintain masonry, wood and metals through cleaning by the gentlest means possible and reapplication of appropriate protective coatings⁵³
- Large display windows are a character-defining feature of historic commercial buildings and they should be preserved or restored.
- Installation or replacement of residential-scale windows is not acceptable on the first story façade.
- If the historic storefront no longer exists, a historically-appropriate storefront should be constructed. A reconstructed storefront should incorporate large display windows and bulkheads. Whenever possible, the design should be derived from historic photographs. If this is not possible, a new design should take into account the size, scale and materials of the historic building. A new storefront design should be simple and sit flush with the existing historic façade.⁵⁴



Non-historic features such as this shingle-covered awning should be removed to expose the historic façade.

Secondary Elevations⁵⁵

- Murals may be applied to secondary facades after design approval from the RDC
- Murals should not cover more than two-thirds of the square footage of an elevation

⁵³ Ibid., 31

⁵⁴ Ibid., 10,33.

⁵⁵ Secondary elevations are the two side and rear elevations of a building.

Windows

- Whenever possible, historic wood or metal windows should be retained. If the window material is not repairable, windows should be replaced with an in-kind material.
- Vinyl replacement windows are not permitted on the primary façade or on the secondary façade of corner buildings.
- Reflective or tinted glass is not allowed.
- Replacement windows should fill the historic window opening.
- Window sills, lintels and trims should also be repaired. If they are not repairable, they should be replaced with in-kind materials.
- Cleaning, rust removal on metal windows or paint scraping is allowed. Repainting of window materials is encouraged



Vinyl replacement windows are not appropriate. Original windows should be repaired or replaced in-kind.

Doors

- Primary entrance doors should be maintained. Creating new openings or enclosing existing historic openings is not permitted.
- Replacement doors may be necessary where non-historic doors are already installed. Replacement doors should be a historically appropriate commercial style.
- Residential doors are not permitted on the main façade.

Masonry

- Masonry can be cleaned by the gentlest means possible.
- Mortar repairs should be completed with an appropriate mortar that matches the remaining historic mortar in color and in profile and joint width as well as composition
- Replacement bricks and other masonry units should be similar in size and color to the historic bricks
- Waterproof or water-



The brick repair on this second story storefront was not completed with a compatible brick and detracts from the appearance of the façade.

repellant coatings or other non-historic coatings such as stucco are not permitted

Architectural Details

- Existing architectural details should be repaired or replaced with in-kind materials where necessary
- The addition of architectural details that were not an original feature of the building are not permitted
- The removal of historic architectural details is not permitted

Awnings

- Awnings were commonly found on historic storefronts. The application of an awning should not damage the building and should be placed above the display windows and below the storefront cornice
- All awnings should span the entire width of the storefront and may extend to within one foot of the vertical plane of the sidewalk.⁵⁶
- Text on awnings is acceptable. Text height should not exceed 10 inches.
- Awnings must be canvas or another durable woven cloth.⁵⁷



Awnings were common on historic commercial storefronts.

Colors and Paint

- Paint colors should not detract from the historic character of the building.
- A building should not be painted one solid color
- Multiple complimentary paint colors are acceptable to accentuate



Multiple complimentary colors should be used to accentuate architectural features as they do on these second story façades.

⁵⁶ Center for Historic Preservation, *Noblesville Design Guidelines*, 2008, n.p., 15.

⁵⁷ Ibid.

architectural details.

- The RDC must approve paint choices

Signage

- Signs should not detract from the historic character of the building and should not be so large that they dominate the façade.
- Metal and wood signs are preferred, but other materials may be accepted by the RDC.
- Electronic, flashing or neon signs or internally illuminated signs are not permitted.
- Signs should be attached to the building without causing unnecessary damage and be placed in the space above display windows and below the storefront cornice.
- Window clings are not permitted.
- Sidewalk signs such as sandwich boards are permitted if they do not exceed half the width of the sidewalk.



Electronic signs are not permitted. Signage should not dominate the appearance of the façade.

Lighting

- Lighting should highlight the appearance of buildings at night and provide light for pedestrians. It should not be distracting to passing motorists.
- Lighting should not be residential in nature.
- Uplighting is not permitted.
- Floodlights are acceptable only above entrances on the rear façade.

Resources

The Albion Town Manager maintains a list of approved contractors that previous grant recipients have hired to complete work. Indiana Landmarks, the statewide preservation non-profit, also maintains a database of contractors and craftsmen and women who are familiar with historic rehabilitation work. This list is available upon request by contacting their Library and Information Center at 800-450-4534, or by emailing ssanis@indianalandmarks.org.

More information on the Historic Tax Credit is available at <http://www.nps.gov/tps/tax-incentives.htm>.

Albion Façade Rehabilitation and Improvement Grant
Application Form⁵⁸

Date _____

Address of Building: _____

Building Owner: _____

Business Owner (if different from Building Owner): _____

Business Name and Address: _____

Phone: _____

Has the applicant received a façade improvement grant in the past? _____

If yes, what amount(s)? _____

Year received (list every year a grant was awarded if more than once): _____

Age of Building: _____ If over 50 years, does the building retain historic integrity?: _____

If the building retains historic integrity, describe the historic uses of the building:

Describe any prior renovations or changes to the building façade:

⁵⁸ Application adapted from Redevelopment Commission, "Façade Grant Application" and Huntington Main Street, "Façade Grant Application."

Scope of Work Proposed (attach separate sheets if necessary):

Are any activities that are ineligible for grant funding included in the project? Describe:

Estimated Project Start Date:

Estimated Project Completion Date:

Estimated cost of qualified façade improvements:

Amount of funding requested:

Additional Documents Checklist

- ☐ Three quotes from qualified contractors
- ☐ Descriptions of materials to be used
- ☐ Paint color samples
- ☐ Current photographs of the building
- ☐ Conceptual drawings
- ☐ Historic Research and photographs

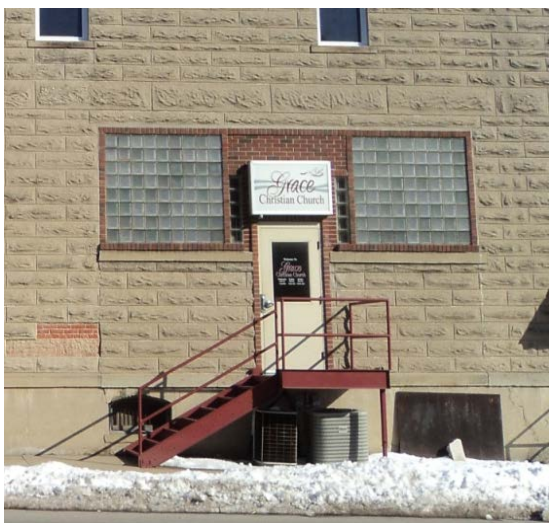
Signature of Applicant

Date

APPENDIX B: PHOTOGRAPHS AND ANALYSIS OF DOWNTOWN FAÇADE GRANT PROJECTS

The following pictures and text describe the work that the Albion RDC's façade grant program has funded. This summary is organized by the addresses of the buildings. In some cases, multiple grants have been awarded to an owner. Each address will only be listed once and all grant awards will analyzed, with a focus on the historic and architectural integrity of the building after the façade improvements were completed. Information on the date the grants were awarded, addresses, description of work and grant amount comes from the document entitled "Summary of Façade Work in CB District of Albion"⁵⁸

⁵⁸ Redevelopment Commission, "Summary of Façade Work in CB District of Albion," Town of Albion, 2012, n.p.



100 N Orange St, camera facing north. Photograph by author, March 2013.

100 N Orange St

- 2007, 2012
- \$4,394.50, \$5,500

In 2007, the owner of this building installed a second entry on the south elevation of his 1900s commercial building. Because this is a corner building, the new side entrance is visible from the street. It was partially cut from an existing window opening that no longer retained its original glass. This secondary entrance is not in keeping with the historic character of the building and the glass blocks installed on either side are also not historically appropriate.

The second façade grant was used to replace historic wood windows on the second story façade and south elevation. The bottom



100 N Orange St, camera facing northwest. Photograph by author, March 2013.

photograph illustrates how the vinyl replacement windows detract from the character of this c.1900 commercial building because they do not properly fit the arched window openings. Historic windows should be repaired rather than replaced. If repair is not possible, they should be replaced in-kind.

104 N Orange St

- 2011
- \$7,634.57

This building owner replaced historic windows on the second story with vinyl replacements and installed new reflective glass in the storefront. Reflective glass is not appropriate in historic buildings and, of course, historic windows should be repaired rather than replaced whenever possible. These changes detract greatly from the historic character of the building.



104 N Orange St, camera facing east. Photograph by author, March, 2013.

106 N Orange St

- 2010, 2011
- \$2,889.50

The initial façade grant helped purchase an electronic sign that is installed inside the storefront. Repairs to the storefront, new paint and a new awning were partially funded by the second grant. Many character defining features of storefronts still exist on this building, including the large display windows with bulkheads, recessed

entry and storefront cornice. None of the changes made with façade grant money have detracted from these features, only enhanced them. Other changes to the building have diminished its historic character, most notably, the enclosed windows on the second story. This property is an example of how a small, historically sensitive investment can make a difference in the appearance of a storefront



106 N Orange St, camera facing east. Photograph by author, March, 2013.

108 N Orange St

- 2008
- \$8,887.65

Improvements to earlier changes to this storefront were completed when the building owner was awarded a façade grant. Faux brick was applied to the storefront, replacing vertical wood siding, and the windows on both levels were replaced. The formerly exposed brick on the second story was painted. This building no longer retains its historic integrity.



108 N Orange St, camera facing east. Photograph by author, March, 2013.



110 N Orange St, camera facing east. Photograph by author, March, 2013.

110 N Orange St

- 2010
- \$3,922.50

New replacement windows were purchased to replace windows on the second story façade. Additional windows were replaced on secondary facades. Unlike many of the other buildings in the downtown, this building retains a large portion of its original storefront and the historic character has primarily been compromised on the second story façade. The replacement windows do not completely fill the

window opening, which detracts from the historic character of the building.

118 N Orange St

- 2008
- \$522.00

Vertical wood siding and new paint were applied to this storefront according to the RDC. The storefront of this building was completely changed at an earlier date. The recessed entry may be the only original feature left of the storefront.



118 N Orange St, camera facing east. Photograph by author, March, 2013.



122 N Orange St, camera facing east. Photograph by author, March 2013.

122 N Orange St

- 2008, 2011 (2), 2012
- \$41,297

The owners of these buildings have received more façade grant money than any other business owner in the downtown. This money was used for new signs, a new awning, painting, “façade work,” sealing concrete blocks and applying stucco. The “façade work” mentioned included the removal of the entry on the storefront to the right in the photo. Overall, the building retains some of its historic character. The original cornices, brackets and window hoods still adorn the second story façade. Two of the storefronts retain their decorative cornices over the storefront and all three storefronts still retain large display windows. All of the second story windows are replacements that do not properly fill the arched openings. One of the biggest issues with this building however, concerns the secondary elevations. Stucco was applied over the historic exposed brick in 2011. This activity could actually damage the brick and exacerbate moisture issues.

210 N Orange St

- 2010
- \$9,517.50

While not a commercial building, the RCD awarded the congregation of St. Mark's Lutheran church funds to replace windows and



210 N Orange St, camera facing northeast. Photograph by Tricia Van Gessel, April 2013.

doors. Overall the church retains its character defining features. All the windows and doors that were replaced were located on secondary elevations.

215 N Orange St

- 2008
- \$11,000

The grant application listed the work to be completed as a “renovation with new structure.” The

“Summary of Façade Grant work in CB District of Albion” document is not clear on what this work entailed. The c.1880s brick home is abutted by a modern frame addition. The historic windows have been replaced by vinyl windows that do not properly fit the arched window openings. A new porch connects the historic home with the modern addition on the north elevation. The historic character of this building has been greatly diminished by these changes.



215 N Orange Street, camera facing southwest. Photograph by author, March 2013.

110 S Orange St

- 2008
- \$3,127.80

The 1925

Albion Town

Hall building,

which is still

owned by the town but now houses the county's economic development commission, sits almost a block south of the courthouse square. Façade grant funds were used to remove the bell tower over the entrance and repair the roof. At some point in the past the garage door was replaced. The removal of the bell tower diminishes the architectural integrity of this building, as does the replacement garage door.



110 S Orange St, camera facing east. Photograph by author, March, 2013.

702 S Orange St

- 2009
- \$2,812.50

One of the more modern buildings that received façade grant money, the owners of this store replaced windows and siding and repainted the exterior.

Replacement siding and windows do not detract from its historic integrity because it has not yet reached 50 years of age.



702 S Orange St, camera facing northeast. Photograph by Tricia Van Gessel, April 2013.

101 N Oak St

- 2008
- \$6,750.00
- This grant helped finance roof and bell tower improvements.

This former church had lost most of its architectural integrity prior to these repairs.



101 N Oak St, camera facing northwest. Photograph by Tricia Van Gessel, April 2013

104 E Main St

- 2012 (2)
- \$4,468.50

New paint enhances the architectural features on the building through the use of multiple paint colors. A second grant was awarded for sandblasting and sealing the historic brick on the second story. However, sandblasting historic brick is not advised, as it may cause damage to the material. Gentler cleaning methods

should be used. The historic integrity of this building was harmed by the modification of the storefront at an earlier date.



**104 E Main St, camera facing south.
Photograph by author, March 2013.**

105 and 107 E Main St

- 2010
- \$16,000

By utilizing the \$1,000 architectural assistance grant, this business owner received the maximum grant amount possible for this façade



105 & 107 E Main St, camera facing north. Photograph by author, March, 2013.

renovation. New shingle siding, faux brick and windows were purchased with the grant. This renovation removed any existing historic features of this building.

102 W Main Street

- 2008, 2009 (2)
- \$1,740.87

In 2008, \$690.15 was awarded to the owner of this building to replace an existing sign. In 2009, a new owner applied for two grants totaling \$1,450.72. These two grants helped pay for another new sign, brick cleaning, paint and new windows on the rear



102 W Main Street, camera facing south. Photograph by author, March, 2013.

elevation. The existing sign is internally illuminated and mounted perpendicular to the second story façade. This type of sign would not be allowed under the proposed historic rehabilitation guidelines. The historic storefront is completely gone from this building and a shingled mansard awning runs the length of this storefront and the one to the west.

104 W Main St

- 2009
- \$125.00

Repairs and new paint paid for in part by a façade grant improved the appearance of the second story of this building. The architectural integrity was not compromised by this work and the second story façade appears to entirely intact even though the storefront has been changed.



**104 W Main St, camera facing south.
Photograph by author, March, 2013.**

106 W Main St

- 2012
- \$825.00

The final façade grant awarded in 2012 assisted a downtown building owner with the cost of repairing mortar joints and painting. This storefront had previously been altered, but the new paint work has accented the remaining historic features of the building.



**106 W Main St, camera facing south.
Photograph by author, March, 2013.**

108 W Main St

- 2011
- \$149.00

This grant application was for a new sign at this address. A more appropriate sign type could have been purchased. This sign overshadows the entrance and display windows. Lettering attached to the building in the space between the storefront cornice and the display windows would have been a more appropriate choice. Overall, the sign does not diminish the architectural integrity of the building because it can be removed.



108 W Main St, camera facing south. Photograph by author, March, 2013.

110 W Main St

- 2009
- \$2,812.50

Façade grant money was used to power wash, repair and repaint the façade of this building. While the work described does not threaten the architectural integrity of the building, it may have damaged the integrity of the building fabric. Power washing can damage soft brick and

mortar as well as wood. Overall, the storefront retains some historic integrity, as the original columns still flank the recessed entry and the architectural details on the second story façade are still intact.



110 W Main St, camera facing southeast. Photograph by author, March, 2013.

114 W Main St

- 2010
- \$436.44

A façade grant for a new sign was awarded in 2008 to the tenant in the storefront to the right in the photo. The RDC had previously approved a sign application for this same location



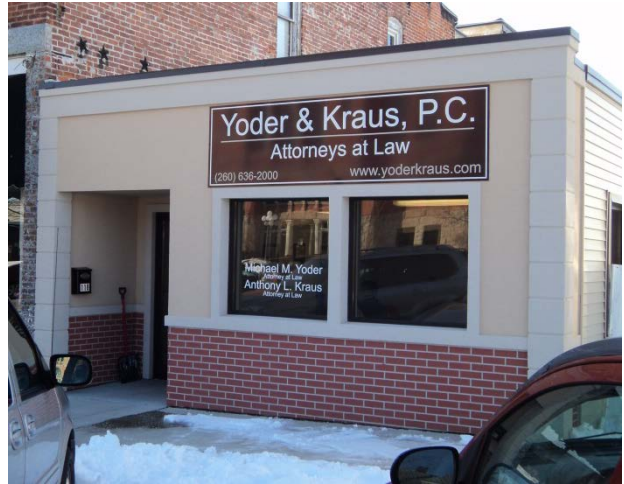
114 W Main St, camera facing south. Photograph by author, March, 2013.

for a different tenant, but the money was never awarded. This sign, much like the one on at 108 W Main is inappropriate but it does not detract from the integrity of the building. The greater threat to this building's historic integrity is the second story enclosed windows.

118 W Main St

- 2011
- \$9,296.59

Brand new materials, including faux brick and vinyl siding, were applied over the historic fabric of this one story commercial building, disguising any evidence of its historic appearance and eliminating any historic integrity.



118 W Main St, camera facing southeast. Photograph by author, March, 2013.

APPENDIX C: CURRENT FAÇADE IMPROVEMENT MATCHING
GRANT PROGRAM FOR ALBION, INDIANA

FAÇADE IMPROVEMENT MATCHING GRANT PROGRAM

As the viability of downtown Albion is vital to the commercial viability of Albion as a whole, the purpose of this Façade Improvement Matching Grant Program is to stimulate efforts to improve the street appearance of Downtown Albion's central business facades and in doing so help stimulate the business environment of downtown Albion.

The Program is funded by the Town of Albion Redevelopment Commission (RDC) and will be managed by same.

The Program offers an opportunity to receive grant monies. All grants awarded (with the exception of the Architectural Assistance Grant) require a matching dollar- for- dollar expenditure by the owner or tenant. Grants will be awarded on a first-come, first-served basis, and applications must be submitted in their entirety, with all the necessary supporting documents attached before they will be considered for review. Funds may not exceed \$15,000 for actual construction costs and \$1,000 for architectural assistance, to be awarded as follows:

- **Façade Improvement:** Up to a 50% maximum reimbursement of actual costs for eligible activities.
- **Awnings:** Up to a 50% maximum reimbursement of actual costs associated with addition, improvement or replacement of awnings.
- **Signage/Lighting:** Up to a 50% maximum reimbursement of actual costs associated with addition, improvement or replacement of signs.
- **Architectural Assistance:** A 100% reimbursement up to \$1,000 of actual architectural costs associated with façade improvements, providing the owner utilizes the architectural plans in the façade renovation. An accredited architect shall be retained for concept drawings, specifications and consultation to maintain the historical character of building renovation.

Eligibility Requirements:

1. The property must be located in downtown Albion within the TIF 1 district.
2. Applicant or co-applicant must be the building owner or tenants may qualify upon written consent of the building owner.

Eligible Activities: Items include, but are not limited to, the following:

1. Accentuating the existing features of the building through painting, lighting, restoration, replacement, cleaning or other treatment of exterior surfaces;
2. The addition of design elements which may have appeared on the original building or are in keeping with the building's character, e.g. awnings.
3. Repair to building exterior facades (front, rear, and side facades are eligible).
4. Masonry and Major structural repairs.
5. Cleaning of building exterior.
6. Exterior painting.
7. Repairing or replacing cornices, entrances, doors, windows, decorative detail, awnings.
8. Sign removal, repair or replacement.
9. Other repairs that may improve the aesthetic quality of the building.
10. Façade Renovation – Must involve the general upgrading of a building's external appearance.
11. Additions to existing structures.

Ineligible Activities: Items include, but are not limited to, the following:

1. Interior improvements (except window display areas).
2. Roofing other than major structural improvements.
3. Sidewalks.
4. Purchase of furnishings, equipment, or other personal property not part of the real estate.
5. Improvements completed or in progress prior to notification of approval.
6. Repair or creation of features not compatible with original architecture, except as required by government regulations.

The following steps outline the Façade Grant Program process:

I. Application:

The following items shall be required:

- a. Three quotes of proposed improvements by qualified contractors.
- b. Written description of proposed improvements, including all materials and colors.
- c. Completed Application and Supporting Data. (attached).

II. Final Approval:

The RDC will review application, determine if the project qualifies for assistance, and determine the amount of

grant. Awards may not exceed 50% of the lowest and most responsive quote. Applicant may select a contractor with a higher quote, and pay the difference.

No work for which a grant is sought should begin until authorized by Albion Redevelopment Commission.

Grantee is responsible for obtaining any permits required to do the project. Permit fees are not included as part of the grant funding.

Once approval is granted, changes must be resubmitted and reviewed by the RDC.

IV. Grant Payments:

Disbursement for grant payments will be made as follows:

- 100% of total grant award payable upon final inspection and verification that the work has been completed according to the application and final approval. Verification of work will be made by the Town Manager.

For more information about our Facade Improvement Matching Grant Program or to submit a complete application, please contact: Albion Town Manager PO Box 27 Albion, IN 46701

**FAÇADE IMPROVEMENT MATCHING GRANT PROGRAM
APPLICATION**

Application Date: _____

Applicant / Co-applicant _____

Owner of Business _____

Business Name and Address _____

Phone _____

Type of façade improvement planned. Please note all that apply and attach the Supporting Data Checklist:

Signage: Removal _____ New _____ Altered _____ Repaired _____

Awning: Removal _____ New _____ Altered _____ Repaired _____

Painting (approximate sq. ft. area): _____

Structural Alterations: _____

Cosmetic Alterations (moldings, windows, etc.): _____

Masonry Repairs: _____

Other (please specify): _____

TOTAL COST OF PROJECT: _____

Amount Requested: _____

Maximum award granted for actual work is \$15,000 and \$1,000 for architecture - Funds may be awarded as follows:

- Up to 50% maximum reimbursement for facades, storefronts
- Up to 50% maximum reimbursement for awnings
- Up to 50% maximum reimbursement for signs
- Up to \$1,000 for architectural assistance

I hereby submit the attached plans, specification and color samples for the proposed project and understand that these must be approved by the RDC. No work shall begin until I have received a Building Permit from the Albion Town

Hall. I further understand that the project must be completed within three (3) months or within a timeframe deemed reasonable by the RDC. The full grant sum will not be paid until the project is complete. I also agree to leave the complete project in its approved design and colors for a period of five (5) years from the date of completion.

Signature _____

Date _____

APPENDIX D: KENDALLVILLE REDEVELOPMENT COMISSION FAÇADE
IMPROVEMENT MATCHING GRANT PROGRAM

Kendallville Redevelopment Commission
Façade Improvement Matching Grant Program

January 2013

Dear Property or Business Owner:

On behalf of the Kendallville Redevelopment Commission (RDC) we would like to tell you about the 2013 Façade Improvement Matching Grant Program for the Downtown/Main Street area of Kendallville. The program is designed to encourage efforts to improve the aesthetic appearance of Downtown Kendallville's central business district façades, and to help stimulate the business environment of this vital heart of the Kendallville community.

We are including a copy of the program guidelines for your review. The guidelines state that the RDC will review the first round of applications that are submitted by April 15th of each calendar year. If any funds are remaining after the initial awards, additional grants may be made throughout the remainder of the calendar year.

We appreciate the response from the property and business owners for the 2012 effort, and look forward to another successful year in 2013. Feel free to contact any of the RDC Members shown below for questions that you might have.

Ray Scott, President 347-2210
Kevin Hearn, Vice President 347-8644
Pam Riley, Secretary 343-9907
Robert Kirkland, Treasurer 347-5100
Chris Marshall 349-0828
Jim Cook 349-0960
Dr. David Holliday 347-8177

**KENDALLVILLE REDEVELOPMENT COMMISSION
FAÇADE IMPROVEMENT MATCHING GRANT PROGRAM GUIDELINES**

Since the success of Downtown/Main Street Kendallville is integral to the commercial viability of the entire Kendallville community, the purpose of this Façade Improvement Matching Grant Program is to encourage efforts to improve the aesthetic street appearance of Downtown Kendallville's central business district façades, and to help stimulate the business environment of this vital heart of the Kendallville community.

The Program is managed and administered by the City of Kendallville Redevelopment Commission (RDC). The program is funded from a combination of all sources permitted by Indiana statute. These sources currently include the captured allocations from the Downtown Tax Increment Financing (TIF) District, donations, and grants.

The Program offers an opportunity for a Downtown property owner, or tenant, to receive monetary grant assistance for improvements to their property. All grants awarded (with the exception of the Architectural and Engineering Assistance Grant) require a matching dollar- for- dollar expenditure by the owner, or tenant. Grants will be awarded based upon a need assessment by the RDC, and applications must be submitted in their entirety, with all the necessary supporting documents attached, before they will be considered for review by the RDC.

Grants may not exceed \$15,000 for individual projects and \$1,000 for architectural or engineering assistance, to be awarded as follows:

- **Façade Improvement:** Up to a 50% maximum reimbursement of actual costs for eligible activities.
- **Awnings:** Up to a 50% maximum reimbursement of actual costs associated with addition, improvement or replacement of awnings.
- **Roofing and Building Envelope Systems:** Up to a 50% maximum reimbursement of actual costs for eligible activities.
- **Signage/Lighting/Murals:** Up to a 50% maximum reimbursement of actual costs associated with addition, improvement or replacement of signs, lighting, or murals.
- **Architectural or Engineering Assistance:** A 100% reimbursement up to \$1,000 of actual architectural or engineering costs associated with façade improvements, providing the owner utilizes the technical input in the façade renovation. An accredited architect or engineer shall be retained for concept drawings, specifications and consultation to maintain the historical character of any building renovation.

Eligibility Requirements:

1. The property must be located in downtown Kendallville within the Downtown TIF district.
2. Applicant, or co-applicant, must be the building owner. Tenants may qualify upon receiving written consent from the building owner.

**KENDALLVILLE REDEVELOPMENT COMMISSION
FAÇADE IMPROVEMENT MATCHING GRANT PROGRAM GUIDELINES**

Eligible Activities: Items include, but are not limited to, the following:

1. Accentuating the existing features of the building through painting, lighting, restoration, replacement, cleaning, or other treatment of exterior surfaces.
2. The addition of design elements which may have appeared on the original building, or are in keeping with the building's character, e.g. awnings.
3. Repair to building exterior façades (front, rear, and side façades are eligible and encouraged).
4. Masonry and Major structural repairs (Major structural repairs require appropriate plans prepared by a qualified structural engineer whose fees are eligible to be included within the matching grant application).
5. Roof assemblies (roof deck, air or vapor retarder, roof insulation, and the roof covering).
6. Building Envelope components relating to controlling the flow of air and water. This includes such items as glazing, curtain walls, panelized metal systems, tuck pointing, parapet walls, flashing, caulking, sealants, membranes, moisture barriers, and condensation control.
7. Cleaning of building exterior.
8. Exterior painting.
9. Repairing, or replacing, cornices, entrances, doors, windows, decorative detail, or awnings.
10. Sign removal, repair, or replacement.
11. Other repairs that may improve the aesthetic quality of the building.
12. Façade Renovation – Must involve the general upgrading of a building's external appearance.
13. Additions to existing structures.
14. Appropriate historic, or themed, murals.

Ineligible Activities: Items include, but are not limited to, the following:

1. Interior improvements (except window display areas).
2. Asbestos, mold and mildew removal and/or mitigation.
3. Sidewalks.
4. Purchase of furnishings, equipment, or other personal property not part of the real estate.
5. Improvements completed, or in progress, prior to notification of approval.
6. Repair or creation of features, not compatible with original architecture. (Note: These items may be eligible if required by government rules and/or regulations.)

**KENDALLVILLE REDEVELOPMENT COMMISSION
FAÇADE IMPROVEMENT MATCHING GRANT PROGRAM GUIDELINES**

Facade Grant Program process: The sequence of steps in the grant process:

I. Submittal

- a. Three estimates of proposed improvements by qualified contractors. (Note: This requirement may be waived for specialty-type work.)
- b. Written description of proposed improvements, including materials and colors.
- c. Completed Application and Supporting Data. (Attached) submitted by March 31st of each calendar year.

II. RDC Review

- a. Repeat applications for the same property will be accepted as funds, and improvement needs, allow. Priority will be given to those who have not applied for funds in the previous year.
- b. The RDC will review all applications that are submitted by April 15th of each calendar year. If any funds are remaining after the initial awards, additional grants may be made throughout the remainder of the calendar year. Remaining funds in the account will be rolled over into and added to the next season's budget.
- c. Grants will be awarded based on available funding and the merits of the proposed improvements.
- d. The RDC will make every reasonable attempt to use sound judgment and principles in arriving at equitable distribution of the available funds.
 - i. Encouraging coordination of effort among adjoining properties
 - ii. Responding to needs (safety, aesthetic, structural, energy saving, etc.)
 - iii. Balancing distribution of funds (Although not-for-profit owners qualify for this program, their applications and needs will be evaluated with an attempt to achieve an equitable balance of funding with those properties contributing to the TIF funds.)

III. Final Approval:

- a. The RDC will review application(s), determine if the project qualifies for assistance, and determine the amount of the grant. Awards may not exceed 50% of the lowest estimate (quote). Applicant may select a contractor with a higher quote, and pay the difference.
- b. The RDC will issue a written authorization to proceed to each successful applicant.
- c. Work for which a grant is sought shall not begin before receiving the written authorization to proceed from the Kendallville Redevelopment Commission.
- d. Grantee is responsible for obtaining any permits required to do the project. Permit fees may be included as part of the project expense with matching grants funding. If scaffolding is required within the right of way, Board of Works approval may be needed.
- e. Once approval is granted, any changes to the original submission must be resubmitted and reviewed by the RDC.

**KENDALLVILLE REDEVELOPMENT COMMISSION
FAÇADE IMPROVEMENT MATCHING GRANT PROGRAM GUIDELINES**

IV. Grant Payments: Disbursement for grant payments will be made as follows:

- a.** 100% of total grant award payable upon final inspection and verification that the work has been completed according to the application and final approval. Verification of work will be made by the Kendallville Building Inspector, if work required a building permit, or by the owner, if work is completed to their satisfaction.
- b.** All improvements must be completed within three months unless an extension is granted by the RDC by a written request from the applicant.
- c.** After receiving verification that the work has been completed satisfactorily and that the applicant's portion of the contract has been paid, the RDC may pay the grant portion of the project directly to the contractor.

For more information about our Façade Improvement Matching Grant Program, or to submit a complete application, please contact: City of Kendallville Engineering Department or City of Kendallville Mayor's office located 234 South Main Street; Kendallville, IN 46755.

**KENDALLVILLE REDEVELOPMENT COMMISSION
FAÇADE IMPROVEMENT MATCHING GRANT PROGRAM GUIDELINES**

APPLICATION AND SUPPORTING DATA

Application Date: _____

Applicant / Co-applicant: _____

Owner of Business Property: _____

Tenant (If different from property owner): _____

Business Name and Address: _____

Phone Number(s): _____

Email Address(s): _____

Type of facade improvement planned. Please note all that apply and attach the Supporting Data Checklist:

Signage/Lighting/Mural: Removal _____ New _____ Altered _____ Repaired _____

Awning: Removal _____ New _____ Altered _____ Repaired _____

Painting (approximate sq. ft. area): _____

Structural Alterations: _____

Cosmetic Alterations (moldings, windows, etc.): _____

Masonry Repairs: _____

Other (please specify): _____

TOTAL COST OF PROJECT: _____

Amount Requested: _____

Maximum award granted for actual work is \$15,000 and \$1,000 for architecture and or engineering assistance - Funds may be awarded as follows:

- Up to 50% maximum reimbursement for facades, storefronts, roofing and building envelopes
- Up to 50% maximum reimbursement for awnings
- Up to 50% maximum reimbursement for signs, lights, or murals
- Up to \$1,000 for architectural and or engineering assistance

I hereby submit the attached plans, specification(s), and color samples for the proposed project, and understand that these must be approved by the Kendallville Redevelopment Commission (RDC). No work shall begin until I have received a Building Permit from the Kendallville Building Inspector if the proposed work requires it. I further understand that the project must be completed within three (3) months, or within a timeframe deemed reasonable by the RDC. The full grant sum will not be paid until the project is complete. I also agree to leave the complete project in its approved design and colors for a period of five (5) years from the date of completion unless additional improvements are deemed necessary.

Signature: _____ Date: _____

APPENDIX E: FAÇADE GRANT APPLICATION, HUNTINGTON, INDIANA

2012 Façade Improvement Program Introduction and Overview

The City of Huntington Main Street Façade Improvement Grant Program has been established through the partnerships of the City of Huntington, Main Street Huntington, and Huntington County United Economic Development to encourage development and redevelopment in the downtown district, or the "Heart of Huntington". This grant program will provide local funding to downtown business and property owners to make improvements and repairs to property in order to stabilize property values and generate future income from their investments.

The City of Huntington Main Street Façade Improvement Grant Program will be administered by Main Street Huntington and will provide grant funds up to a 50% match for eligible project improvements. Main Street Huntington will provide only one application period per calendar year. Applications, reviews, approvals, and payments of this Façade Improvement Program will be in accordance with the qualifications, process, and guidelines contained within this document.

Eligible Projects

Exterior Building Improvement (structural and/or cosmetic)
Masonry Repairs and Tuck Pointing
Cleaning of Building Exteriors
Removal of Non-Historically Significant Items (siding, window closure, etc)
Exterior Painting of Façades and Paint Removal
Repairing and/or Replacing Cornices and Decorative Details
Repairing and/or Replacing Exterior Doors and Windows
Awning and Canopy Removal, Repair or Replacement
Exterior Lighting (attached to building) Removal, Repair or Replacement
Signage (attached to building) Removal, Repair or Replacement
Other repairs and/or renovations that will help to improve and restore the aesthetic quality and historic significance and value of the building
Architectural fees associated with the façades improvements

Ineligible Projects

Improvements started prior to the receipt of a signed grant agreement
Interior Renovations
Sidewalks and/or Paving
Demolition or Acquisition of Property
Required Building Permit and Local/State Fees
Funds spent prior to approval of grant application
Roof Repairs and/or Improvements

Grant Program Criteria

1. Applicants for the City of Huntington Main Street Improvement Grants must have the signed grant agreement prior to making any repairs and/or renovations. Funds spent prior to grant approval will not qualify for matching funds and are not eligible for reimbursement.
2. The property and project must be within the Main Street Huntington area.
3. The City of Huntington Main Street Improvement Grants are a fifty percent (50%) matching grant program.
4. The City of Huntington Main Street Improvement Grant may be awarded to a maximum amount of \$7,500 (Total project cost may exceed \$15,000) for Façade Improvements.
5. Each building and/or property eligible for the City of Huntington Main Street Façade Improvement Grant shall be considered as a separate project.
6. First time applicants for the City of Huntington Main Street Improvement Grant will be given a priority over repeat applicants.
7. Subsequent applications for the same property in future years will be treated cumulatively for purposes of determining funding eligibility. The total amount of cumulative grant funds available will be capped at \$30,000 per project site. Applicants who have reached the \$30,000 cap criteria may reapply for funds after five (5) years.
8. Any proposed changes to the original application and/or project must receive written approval prior to making any changes, repairs and/or renovations. Funding awards cannot be increased after notification of the initial award.
9. If the applicant is not the owner of the building, then written consent detailing the intended improvements must be obtained from the legal owner.
10. Applications for the City of Huntington Main Street Improvement Grant must include at least two (2) professional cost estimates for all eligible improvements. Should the project being proposed be of such that securing two (2) cost estimates is unreasonable, Main Street Huntington may waive this requirement. The written Scope of Work provided within the application must match directly with the cost estimates and shall include a list of each specific project improvement and/or renovation.
11. Applicants may complete the repair work on the approved property themselves, but in this case the grant reimbursement will be made available for MATERIALS ONLY. In this case the applicant should create material list estimates from two material suppliers to include the material costs for all eligible improvements in lieu of two professional cost estimates.
12. All ineligible improvements and/or renovations to be made with the project shall be bid as a separate project within the City of Huntington Main Street Improvement Grant.
13. Applicants must not be delinquent on property taxes.
14. Applicants must not be going through bankruptcy proceedings.
15. Applicants are responsible for all local and/or state permits.
16. All projects receiving the City of Huntington Main Street Improvement Grant shall comply with the design guidelines.
17. All improvements and/or renovation made shall comply with the City of Huntington Zoning Ordinance and City of Huntington Building Code.

Please sign in the box that you have read and understand all Grant Program Criteria

--

Application Process

Applying for the Grant

No work on any potentially eligible project may commence prior to the review and approval process for the grant application.

Applicants must submit projects for the City of Huntington Main Street Improvement Grant postmarked prior to the filing deadline on October 1, 2012 in order to be eligible for consideration and review

Applicants submitting projects for the City of Huntington Main Street Improvement Grant must illustrate conformance with the Grant Program Criteria

All applications for the City of Huntington Main Street Façade Improvement Grant must be complete and accurate

Review of the Grant Application

Main Street Huntington will review the application for the City of Huntington Main Street Façade Improvement Grant for eligibility

Main Street Huntington will review the application for the City of Huntington Main Street Façade Improvement Grant for conformity with the "Design Guidelines" – available on the Main Street Huntington Website of from the Main Street Huntington Committee

If the application is eligible, and is found to be in conformance with the "Design Guidelines" for the City of Huntington Main Street Façade Improvement Grant, then Main Street Huntington will schedule a meeting and possible on-site inspection with the applicant and/or owner to gain a better understanding of the proposed project

Approval of the Grant Application

Following the review process, the Main Street Huntington committee will then grade and vote on the application. Generally this will take place directly following the review meeting.

The Grant will then be presented at the next City Council Meeting for City Council Review. The Applicant MUST be present at the City Council Meeting.

Following City Council approval of an application for the City of Huntington Main Street Façade Improvement Grant, the applicant will receive a signed grant agreement from Main Street Huntington by mail

The signed grant agreement from Main Street Huntington shall include an itemized report for projects deemed eligible for the approved funding

The signed grant agreement from Main Street Huntington shall include the approved funding amount for the projects deemed eligible

After receiving the signed grant agreement, eligible work on the project may begin.

Grant Payments

Prior to final payment by Main Street Huntington for the City of Huntington Main Street Façade Improvement Grant, a final on-site inspection may be required with the applicant and/or owner to ensure completion and conformance with the signed grant agreement

Prior to final payment by Main Street Huntington applicants and/or owner must submit acceptable proof of payment of an eligible invoice (copies of the front and back of cancelled checks) for review, or submittal of a credit/bank card receipt

100% of the total grant award will be paid upon final on-site inspections, verification of work completed, and proof of payment provided.

Grant Application Form – Cover Sheet

General Information

Application Date:

Name of Applicant:

Address:

City:

State:

Telephone Number:

Email Address:

Business Name:

Business Address:

City:

State:

Business Telephone Number:

Business Type: retail service professional not-for-profit other

Has applicant received a façade improvement grant in the past? Yes No

If yes, how much? \$ (list the amount and year distributed per grant)

Are property taxes current? Yes No

Is the property going through bankruptcy proceedings? Yes No

Project Information

Project Start Date:

Project Completion Date:

Estimated Cost of Façade Improvements: \$

Estimated Cost of Non-Façade Improvements: \$

Estimated Total Project Cost: \$

Amount of Funding Requested: \$

*If awarded the Main Street Improvement Grant, please pay the project cost by check. Proof by cancelled checks is required for grant reimbursement.

Grant Application Form – Property Information and Ownership Verification Form

Applicant Name:

Property Address:

City:

State:

Property Owner Name (if different than applicant):

Property Owner Address:

City:

State:

Property Owner's Telephone Number:

Property Owner Verification

As the legal owner of the above property, I hereby grant authorization to complete the façade improvements as indicated in this application.

Signature of Property Owner(s):

Date:

Grant Application Form – Written Explanation of the Existing Business

Please provide a brief written synopsis of the business activity currently occurring in the building and/or on the property.

How many square feet does this business occupy?

How long has the business has been located in the City of Huntington?

How long has the business has been located in Huntington's downtown district?

Grant Application Form – Written Explanation of the History of the Building

(Information about the building, and its past, may be available through the City of Huntington Historic Review Board and/or the Huntington Countywide Department of Community Development, Historical Society, Huntington Library.)

What is the age of the building?

Please provide a list of known previous uses of the building.

Please provide information pertaining to any previously known renovations made to the building.

Grant Application Form – Scope of Work

What eligible projects are to be included with the proposed renovation and/or redevelopment plan of the building/property? (Please include all eligible improvements to be made)

What ineligible projects are to be included with the proposed renovation and/or redevelopment plan of the building/property? (Please include all ineligible improvements to be made)

What materials are to be used in conjunction with both the eligible and ineligible projects to be completed with the proposed renovations?

What is your best estimate as to when the proposed renovations will begin?

What is your best estimate as to when the proposed renovations will be complete?

Grant Application Form – Items to Attach to Application

Please attach the following items to your grant application

1. Project Cost Estimates
 - Two (2) itemized cost estimates must be submitted with the application for the City of Huntington Main Street Façade Improvement Grant
 - Eligible projects must be itemized from ineligible projects in order to be reviewed by Main Street Huntington
 - Main Street Huntington will assist applicant and/or owners in formulating an eligible invoice to be included with the application form
2. Current Photographs of Property/Façades
 - Please attach current photographs (taken within the past 6 months) of the property and/or façades being considered for the grant. The minimum acceptable size for photographs submitted with the application is 4" x 6". The maximum acceptable size for photographs submitted with the application is 8.5" x 11"
3. Construction Drawings and/or Informal Renderings to help illustrate the final project
 - If formal construction drawing are available, these drawings may be submitted and reviewed with the application for the City of Huntington Main Street Façade Improvement Grant. If no formal construction drawings are available please submit informal renderings to help illustrate the final project.
 - Construction drawings or renderings may be used by Main Street Huntington to ensure building code compliance for the proposed project
 - If it becomes evident that formal construction drawings are required by Main Street Huntington and/or the Huntington Countywide Department of Community Development, then the costs associated with the obtainment of these drawings will be eligible for funding from the City of Huntington Main Street Façade Improvement Grant
 - Applications *may* include historic photographs of the building and/or property to help illustrate the desired result of completion if applicable to the project goals.
4. Paint Color Samples – (for painting projects only) - Please attach all paint chips along with a legend drawing of what paint colors are to be used in the project.

Grant Application Form - Acknowledgement Statement

I acknowledge the following:

1. All statements provided in this application are true and any misrepresentation of information will void all subsequent grant agreements and/or funding by the City of Huntington and the Main Street Façade Improvement Grant Program;
2. I understand that this Main Street Façade Improvement Grant Program must be used for the project as described in this application form, and *that a Grant Agreement must be received by the applicant prior to the beginning of any construction/reconstruction.* I understand that failure to comply with the Grant Agreement may result in losing my eligibility to receive funding;
3. I acknowledge that the City of Huntington, Main Street Huntington, and the Main Street Façade Improvement Grant Program are only obligated to administer the grant procedures and is not liable to the applicant, owner or third parties for any obligations or claims of any nature growing from, or arising out of, or otherwise related to this project or application that has been undertaken by the applicant and/or owner;
4. I acknowledge that the two (2) included cost estimates to be acceptable proof of the estimated costs to complete the proposed project;
5. I acknowledge that the following to be acceptable proof of payment of an eligible invoice: a copy of the front and back of a cancelled check;
6. Any unapproved changes to the project plans as originally stated in the Scope of Work contained within this application will void the grant and result in nonpayment of funds. If the changes to the Scope of Work are necessary, it is the responsibility of the Main Street Façade Grant Program recipient to immediately contact the City of Huntington and Main Street Huntington for additional project review before continuing with the project. Funding awards cannot be increased after notification of the initial award, regardless of approved changes to the Scope of Work. Work completed prior to grant approval is not eligible for funding. Reimbursement will occur after the project has been completed and upon submission of appropriate forms and documents as outlined in the Main Street Façade Improvement Grant Program guidelines. All required permits are the responsibility of the owner/applicant.
7. If awarded a Main Street Improvement Grant you agree to allow Main Street Huntington to display a "project" sign for a minimum of 6 months on the project property as well as to use photo, video, and all other visual media of the project in any marketing materials including print, web and all other mediums.

Signature of Applicant(s):

Date:

Grant Application Form – Checklist

Please ensure that all of the following items are included with your application prior to submittal. Omission of any of the required items will cause a delay in processing the application and may result in ineligibility for this round of grant funding.

- Grant Application Form – Cover Sheet
- Grant Application Form – Property Information and Ownership Verification Form
- Grant Application Form – Written Explanation of the Existing Business
- Grant Application Form – Written Explanation of the History of the Building
- Grant Application Form – Scope of Work
- Grant Application Form – Acknowledgement Statement: *Include signed and dated copy*
- Project Cost Estimates -*Two (2) itemized cost estimates*
- Current Photographs of Property/Façades
- Formal Construction Drawings or informal renderings
- Paint Color Samples – (for painting projects only)
- Grant Program Criteria – *Include signed and dated copy*
- Grant Application Form – Checklist: *Include signed and dated copy*

**THE APPLICATION MUST BE SUBMITTED BY THE APPLICANT AND/OR OWNER
PRIOR TO THE FILING DEADLINE POSTMARKED BY **OCTOBER 1, 2012** TO BE
ELIGIBLE FOR CONSIDERATION FOR THE CITY OF HUNTINGTON MAIN
STREET FAÇADE IMPROVEMENT GRANT**

**ONLY APPLICATIONS SUBMITTED WITH ALL OF THE REQUIRED ELEMENTS
SHALL BE REVIEWED BY MAIN STREET HUNTINGTON**

**DO NOT START ANY CONSTRUCTION WORK UNTIL YOU HAVE RECEIVED
YOUR GRANT APPROVAL LETTER FROM MAIN STREET HUNTINGTON**

Signature of Applicant(s):

Date:

Return to:

Huntington Main Street
PO Box 361
Huntington, IN 46750

**GRANT APPLICATIONS MUST BE POSTMARKED BY OCTOBER 1, 2012 TO BE
ELIGIBLE FOR THE SECOND ROUND OF 2012 GRANTS**

APPENDIX F: FAÇADE GRANT GUIDELINES FOR HUNTINGTON, INDIANA

Design Guidelines

Anatomy of a Building

Architectural Elements Defined

BULKHEAD - areas that support the display windows
COLUMN - a vertical structural element consisting of a cylinder shaft, a base and a capital that may also be a decorative feature to a structure
CORNICE - horizontal decorative projection or molding that crowns a building or storefront
DISPLAY WINDOW - main areas of clear glass on a storefront
DOORFRAME - part of the door opening to which the door is hinged
HEAD - top horizontal member over a door or window opening
MULLION - a structural element which divides adjacent window units and more commonly the piece of hardware that divides the opening of a pair of doors
PARAPET - a wall-like barrier at the edge of a roof, terrace, balcony or other structure
PEDIMENT - classical architectural element consisting of a triangular section found above the horizontal structure
STOREFRONT - front exterior of a commercial space
TRANSOM - smaller windows above a door or window
UPPER FLOORS - all floors above the ground floor, and typically non-retail in use
WINDOW HOOD - projecting structural member above a window
WINDOW SASH - moving units of a window and may contain one large pane of glass or multiple subdivided smaller panes
WINDOW SILL - horizontal member below the window

Façade/Storefront Materials and Details

Original architectural materials and details should be preserved in place, whenever feasible. These materials and details contribute significantly to the overall character of the buildings and downtown district.

Avoid removing or altering significant materials and details of the building. If the material and/or detail is in good condition, then minor repairs may only be needed. Removing the material and/or detail may result in further damage and added costs.

Avoid adding materials or details that were not part of the original design of the building. Materials and/or details that were not part of the original design of the building may result in added costs to the structure in order to fit properly, and it may result in a look that is “busy”.

Protect and maintain the significant materials and details that provide the building its unique “style”. These stylistic features illustrate the skilled craftsmanship that was used in the original design, and greatly add to the uniqueness and quality of the buildings in the downtown district. Treatments such as rust removal, caulking, limited paint removal and reapplication of paint can help protect the building, materials, and details

mounted signs on the block. These signs must follow the guidelines set forth in the sign section of the City of Huntington Zoning Ordinance.

Window signs may be considered. These signs must follow the guidelines set forth in the sign section of the City of Huntington Zoning Ordinance.

Small hanging may be considered. Small hanging signs are easier for pedestrians to read than other types of signs, and is encouraged. A small hanging sign should be located near the business entrance, just above or beside the door. Typically these small hanging signs are mounted perpendicular to the building façade, and provide a minimum of eight (8) feet of clearance to the sidewalk. These signs must follow the guidelines set forth in the sign section of the City of Huntington Zoning Ordinance.

Projecting signs may be considered. A larger projecting sign should be mounted higher, and centered on the façade of positioned on the corner of the building. The projecting sign should provide a minimum of eight (8) feet of clearance to the sidewalk. These signs must follow the guidelines set forth in the sign section of the City of Huntington Zoning Ordinance.

Awning and canopy signs may be considered. These signs must follow the guidelines set forth in the sign section of the City of Huntington Zoning Ordinance.

for years to come.

Deteriorated architectural materials and details should be repaired rather than replaced, whenever possible. It is important that materials and details will weather over time, and this does not mean that the items are made of inferior materials.

Repair only those features that are deteriorated. Isolated areas of damage may be stabilized or repaired by using appropriate materials (epoxy, resins, masonry repair, etc). Any repair work being done should include protecting adjoining materials and/or details from being damaged.

When disassembly of materials and/or details is necessary for restoration, use methods that minimize damage to the original structure. Documentation of the material and/or detail is important so that it may be repositioned accurately when repaired.

Use approved technical procedures for cleaning, refinishing and repairing architectural details. The gentlest means possible should be considered when choosing a preservation treatment so as to not further damage materials and/or details.

Original architectural materials and details that have deteriorated beyond repair should be replaced in kind. Replacement of materials and/or details should only occur if the existing materials and/or details cannot be reasonably repaired.

Remove only materials and/or details that are deteriorated and must be replaced. Replacement materials and/or details should match the original composition, scale and finish.

Seek to replace missing original materials and/or details in kind. Attempt to replace missing materials/details with similar materials as the original. In some cases, substitute materials may be considered.

Replacement of missing or deteriorated materials and/or details shall be based on original features of the building. The new materials/details should be substantiated by physical or pictorial evidence in order to avoid creating an image that is a misrepresentation of the building's heritage.

When inadequate information is available to allow for accurate reconstruction of materials and/or details, then simplified interpretation of the original material and/or detail is preferred. New materials and/or details should relate to the general size, shape, scale and finish.

Avoid adding decorative elements to the building, unless research indicates that the building once had them.

Side Façade

Like the façade/storefront, the side façade may have some architecturally significant elements and design. In these instances, the side façade should be considered an important element of the overall character of the building.

Original architectural materials and details should be preserved in place, whenever feasible.

Deteriorated architectural materials and details should be repaired rather than replaced.

Original architectural materials and details deteriorated beyond repair should be replaced in kind.

If the side façade lacks the architecturally significant elements and design, then maintenance shall be the primary goal of a side façade renovation project.

Rear Façade

Occasionally rear façades may have some architecturally significant elements and design integrated into the original construction. In these instances the rear façade renovations should implement proper techniques to achieve the desired improvements.

Original architectural materials and details should be preserved in place, whenever feasible.

Deteriorated architectural materials and details should be repaired rather than replaced.

Original architectural materials and details deteriorated beyond repair should be replaced in kind.

In standard cases where the rear façade does not contain significant architectural elements and designed, improved maintenance shall be the primary goal of rear façade renovations.

Windows

Preserve the position, number, size and arrangement of historic windows in a building wall. Enclosing, or creating new openings, is inappropriate to the overall character of the buildings in the downtown district. For those buildings that have had openings blocked, removal of the block is appropriate.

Preserve the functional and decorative features of historic windows. Features that are important to the character of the window include its clear glass, frame, sash, mullions, glazing, sills, heads, jambs, moldings, operation, location and relocation to other windows.

Maintenance of windows is important. Replacement of loose and broken panes and window devices with in kind is appropriate, as well as installation of energy conservation devices. Regular cleaning is a relatively inexpensive maintenance procedure that is strongly recommended.

When window replacement is necessary, match the window replacement to the original design as closely as possible. Size and shape of the window are the most important design elements that should be considered in window replacement.

Maintain the historic ratio of window openings to solid wall. Significantly increasing or decreasing the amount of glass will negatively affect the character of the structure. Traditionally, first floors are more transparent than upper floors. The “blank wall” appearance should be avoided, as this design flaw provides little interest to pedestrians.

Doors

Preserve the position, number, size and arrangement of historic doors in a building wall. Enclosing, or creating new openings, is inappropriate to the overall character of the buildings in the downtown district. For those buildings that have had opening blocked, removal of the block is appropriate.

Preserve the functional and decorative features of historic doors. Features important to the character of doors include the door itself, door frame, screen door, threshold, glass panes, paneling, hardware, detailing, transoms and flanking sidelights.

Maintenance of doors is important. Replacement of broken or missing glass in doors should be done with glass in kind. Installation of energy conservation devices is appropriate. Simple, and low-cost maintenance of doors include washing/cleaning the door and securing loose hardware.

Maintain recessed entries where they are found. The original design of the building, and the location of doors, helped provide a rhythm along the street that established a sense of human scale. For buildings with recessed entries, they were typically set back three to five feet. Restoring recessed entries that have been altered is encouraged.

For entries that were not recessed historically, maintain them in their original position. There may, however, be a need to alter these non-recessed entries to make them comply with proper building codes and with the American with Disabilities Act.

When door replacement is necessary, match the replacement door to the original design as closely as possible. Significant changes from the original design may result in a negative affect on the character of the structure. Avoid solid doors that are commonly seen by pedestrian traffic as to not create the "blank wall" affect.

Awnings and Canopies

An awning or canopy should be similar to those seen historically. Awnings and canopies were noteworthy features of buildings in the downtown district and their continued use is encouraged.

An awning or canopy compatible in materials and design to the style of the building is encouraged. The awning and/or canopy should fit the openings of the building.

A fixed metal canopy may be considered. Appropriate supporting mechanisms should be used when mounting a canopy.

Mount an awning or canopy to accentuated the character of the building and its features. Placement of awnings and/or canopies should not hide the building's character-defining features, nor should mounting such structures damage significant features and details.

Maintenance of awnings and canopies is important. Replacement of worn fabric or damaged materials, re-secure loose hardware, washing fabric awning regularly, and applying paint to metal canopies will extend the life and look of awnings and canopies.

Roof Lines

Roof lines in the downtown district play an important part in the overall character of the building. The roof lines contribute a greater sense of visual continuity to the district, and it is important to try and maintain this effect. The predominately flat roof design in the downtown district is broken with appropriate use of cornices, parapets and pediments in the building's design.

Reconstruction of missing cornices and pediments should occur when historic evidence is available. Replacement elements should match the original in every detail, including shape, size and profile.

When historic evidence is not well document of the cornices and pediments, a simplified interpretation is appropriate. This simplified interpretation allows some flexibility in materials and/or details, but still contributes to the overall significance of the original design.

Parapet walls should not be altered, especially those with highly visible façades. Alteration to parapet walls not only negatively impacts the overall character of a building, but may also cause moisture problems to develop later.

Gutters and Downspouts

Maintenance of gutters and downspouts on a building is very important component for proper weatherization and building maintenance. All too often a poorly designed or poorly maintained gutter and downspout system leads to substantial water damage to the building and its significant details and design.

Maintenance and repair to existing gutters and downspouts is preferred over replacement.

When gutters and downspouts are visible at the front of the building, consideration for the location and design are as equally important as the functionality.

When replacing, it is preferred to run gutters and downspouts to the rear of the property, or to common areas that are not as visible by the pedestrian traffic.

Masonry and Tuck Pointing

Masonry and tuck pointing is a common renovation project that occurs with buildings found in the downtown district. In order to properly renovate a building in this manner, or if cleaning of these masonry materials occurs, new mortar joints should be included with the project. There are three (3) acceptable cleaning methods: 1) water, 2) chemical, or 3) abrasive. It is acceptable, and encouraged if needed, to consider this renovation project for the façade/storefront, side façade, and/or rear façade.

Mortar should be filled and finished to match existing mortar of the building.

Mortar should be pigmented to match existing mortar elsewhere on the existing building.

Sealing of masonry shall be required with any cleaning project.

Color and Paint

Colors and paint of a building can attract, or distract, pedestrians. It is important

to find the proper balance that fits the architectural materials, elements and design of the building in order to create the noteworthy identity of a building.

Colors and paints should compliment the architectural design and historically significant design elements of the building.

Colors and paints should be used to accentuate significant architectural design elements of a building. Subtle changes in colors and/or hues is a proper technique to draw attention to architectural features.

Wall surfaces that were not previously painted such as brick, terra cotta, and stone should remain unpainted. For those surfaces that were painted, removal of the paint and proper surface treatment is encouraged.

It is encouraged to select colors and paints from the National Trust Historic Paint Colors Palette, or to select similar colors that are appropriate for the architectural design of the building.

Exterior Lighting

Exterior building lighting should be used to enhance the pedestrian experience at night by providing a well-lit environment. Lighting is important for both aesthetics and safety within the downtown district, and should be used to highlight a building's architectural detail as well as serve functionally to illuminate entrances, walkways, and signage without distracting from the overall character of the building and downtown district.

Use lighting to accent architectural details, building entrances, signage, and to illuminate sidewalks and parking areas for safety.

Provide low-scale lighting for pedestrians. The lighting along the right-of-way should be at a pedestrian scale that is designed to provide both safety and interest to the pedestrian traffic generated by the building and downtown district.

Lighting shall be shielded to prevent any off-site glare from occurring. Off-site glare typically leads to traffic and pedestrian hazards that can easily be avoided with proper placement, shielding, and use of exterior lighting.

Minimize the visual impacts of architectural lighting. Low level luminescence lighting is preferred that conveys a color spectrum that is similar to daylight. The fixtures should be appropriate to the building and its materials and/or details. Wall-mounted light fixtures extending above the height of the building are not appropriate.

Signage

The design of the sign should be in balance with the overall character of the building and property. The signage on a property serves two basic functions: 1) attract attention, and 2) convey information. If it is well designed, the building front alone should serve as the attention-getting function, thus allowing the signage to be focus on conveying the information.

Consideration to the entire front façade of the building should be considered as part of the overall sign program. Coordinating the sign within the overall façade of the building is a key step in balancing the two functions. The sign should be in proportion to the building, and should not dominate

the overall appearance.

Signage shall be subordinate to the overall building composition. It is important that the signage appear in scale with the façade of the building. The signage should be placed in a manner that it accentuates and emphasizes the design elements of the building itself. Placement of signage, and the signs shape, should help reinforce the horizontal lines of the building as seen along the street.

The sign should be in character with the material, color and details of the building. The building itself should be the attention attraction while the signage conveys information.

Signage that is out of character with those seen historically and that would alter the historic character of the street are inappropriate. Any signage that overpowers the building and/or obstructs significant architectural features and details is inappropriate.

Sign materials should be compatible with the building façade. Painted wood and metal are appropriate materials to be used in signage and are encouraged for use. Highly reflective materials are discouraged as they are difficult to read in certain lighting conditions. Painted signs on blank walls were common historically and may be considered.

Using symbols for signage is encouraged. Symbols add interest to the streetscape, and can also be “read” quickly and are typically remembered better than written words.

Use colors for the sign that are compatible with those of the building façade. In general, no more than three (3) colors should be used in signage as it becomes more difficult to read.

Simple sign designs are preferred. Hard-to-read or overly intricate signs should be avoided.

Lighting of signage should be from an indirect source. Light should be directed from an external, shielded lamp so to not shine directly in the eyes of pedestrians. A warm light, similar to daylight is preferred.

If internal lighting is used, it should be designed to be subordinate to the overall building composition. Internal lighting shall not pose traffic or pedestrian hazards.

Sign brackets and hardware should be compatible with the building and installed in a workman-like manner.

Maintenance of signage is important. Regular maintenance may include re-securing mounts and brackets, repainted graphics and features, repair worn wiring and bulbs, remove obsolete signage, and preserve historic painted signs and murals as decorative features.

Appropriate signs include movable sandwich board, wall, window, projecting, and awning signs.

Freestanding, sandwich board style signs may be considered. These signs must follow the guidelines set forth in the sign section of the City of Huntington Zoning Ordinance.

Flush-mounted wall signs may be considered. When feasible, flush-mounted wall signs should be placed in a manner that aligns with other flush-

APPENDIX G: FAÇADE GRANT APPLICATION FOR SHELBYVILLE, INDIANA



MAINSTREET SHELBYVILLE, INC FAÇADE GRANT PROGRAM GUIDELINES

The Mainstreet Shelbyville, Inc. FAÇADE GRANT PROGRAM is intended to provide financial assistance for exterior building façade improvements in the historic commercial district in downtown Shelbyville. The goal of the program is to attract shoppers and catalyze investment through improved aesthetics. The Design Review Committee will follow the Secretary of Interior's Standards for Rehabilitation of Historic Buildings when reviewing grant applications. Guidelines may be found at:

<http://www.nps.gov/history/hps/tps/tax/rhb/stand.htm>

Pre-application design assistance is strongly encouraged.

Façade Grants have a maximum award of \$10,000. The applicant must provide a 50% match. A corner building with two visible facades may be eligible for two grants. Grants are made on a reimbursement basis, following an application procedure, design review and approval, and construction. Disbursement is contingent upon submittal of cost invoices from certified contractors and tradesmen and inspection of the work. Available grant funds will vary from year to year depending on funding sources.

Eligible Properties

- Intended grant recipients are within the Historic District listed on the National Register of Historic Places Streets *or* buildings adjacent to the Historic District that may be eligible for listing (older than 50 years). The district is roughly bounded by Broadway, Noble, Tompkins, and Mechanic.
- Priority will be given to buildings located within the historic district or eligible for listing, however the Design Review Committee has the discretion to grant

- funds to other significant buildings if the need of improvements and benefit to the community is deemed to be substantial.

Eligible Activities

- Window repair or replacement;
- Restoration of original façade;
- Masonry repair;
- Painting or cleaning;
- Cornices, entrances, doors, decorative detail, or awnings;
- Lighting, signs, window display areas;
- Other activities that restore the original exterior architecture;
- Architectural fees associated with the façade improvements.

Ineligible Activities

- Interior work;
- Activities not visible from the public right-of-way, unless a necessary component of façade improvement work;
- Activities inconsistent with the Secretary of Interior's Standards for Rehabilitation of Historic Buildings;
- Demolition or acquisition of property;
- Building Permit Fees;
- Sidewalks or paving;
- Repair or creation of features not consistent with original architecture.

Guidelines and Application Procedure

- Prior approval of the Design Review Committee is necessary. No work that has already been started will be eligible for funding through this grant.
- The applicant must be the owner of the building, or if a lessee, must have written permission from the building owner for the work proposed.
- Projects must be completed within 1 year of approval. After 1 year, the applicant must re-apply for funds with no guarantee.
- The amount of the grant is up to 50% of the project total.
- Whenever possible, local (Shelby County) contractors, materials, and tradesmen should be used for the work. Contractors, electricians, and other tradesmen should all be licensed in their field.
- Upon completion of work, all receipts must be presented and a member from the Design Review Committee must inspect the completed work before disbursement of funds.

- No funding will be provided for work that deviates from the approved application, if the changes were not submitted and approved by the Design Review Committee.
- Applicants are encouraged to apply for the Federal Historic Rehabilitation Tax Credits. Assistance with that process can be provided upon request.
- The applicant must obtain all required building permits from the City of Shelbyville.
- Applicants please complete the attached form with the listed supporting documents.



MAINSTREET SHELBYVILLE, INC
FAÇADE GRANT PROGRAM APPLICATION

Applicant Name _____

Mailing Address _____

Business Name _____

Property Address _____

Phone Number _____

Email _____

Estimated Start Date _____ Completion Date _____

Total Cost of Project _____

Please attach the following supporting documents:

Appendix 1. Project description, including architectural renderings, where applicable. Paint color samples, where applicable.

Appendix 2. Photos of existing building and close-up photos of areas to be improved.

Appendix 3. Professional cost estimates from contractors, architects, and tradesmen. Be sure to include cost estimates for both the materials and labor.

Appendix 4. Written permission of building owner, if the applicant is not the owner.

Complete and return to: Mainstreet Shelbyville, Inc. 501 N. Harrison St. Shelbyville, IN 46176. Call 317.398.9552 or email director@mainstreetshelbyville.org with any questions.